CTB McGraw-Hill

i-know™

DRAFT

Kentucky Augmented NRT

User's Guide

Version 1.1

Table of Contents

Chapter 1: Getting to Know i-know

Overview to the User's Guide

The User's Guide introduces you to CTB/McGraw-Hill's i-know™ online administration system. The guide is broken up into chapters, each of which can be used independently to cover just the topics which interest you. Alternatively, you can read the entire guide for a thorough introduction to the i-know system. Chapters are ordered with the most commonly needed information coming first, moving towards specialized information that fewer users will need to learn.

Overview to i-know

The i-know system allows an educational organization to test its students and obtain feedback on how well they performed.

In order to do this, some administrative tasks must be performed. Users in the organization must be set up in i-know, so that the work of maintaining student data, making tests available for use, setting up test sessions, and reporting on results can be shared among staff. In order to protect access to all of the data in i-know, users are assigned to particular layers in the organization, and are given user roles that control what tasks they have permission to perform.

Similar to user profiles, student profiles must be set up and maintained, so that the system can accurately match performance on a test to a particular individual. In addition, some students require special accommodations in order to use the online testing client; this information must be set up in the system as well, to ensure these students are able to take the test along with their peers.

> *These administrative functions are covered towards the end of this guide, because this work is done by administrators only, a fairly small percentage of i-know users. If you are an administrator, you may wish to begin with the "Managing User Profiles" or "Managing Student Profiles" chapters.*

With this data in place, students can be assigned to a test session by any user with permission to do so. Assignment to a session means that the students are expected to log into the test client during a specific window of time, where a particular test will be administered to them.

> *We follow this orientation chapter with "Setting up Online Test Sessions", because it is the most commonly performed task in i-know, and almost all i-know users will need to know this information.*

When students log into i-know, they generally do so on a computer that has been set up in advance for them, so it's ready to go. When students are ready to log in, they use the online testing client; this protects the testing environment and ensures that the students do not have access to any of the other functions or software on the computer they are using. As students respond to the test items, their responses are recorded in i-know. Once the students finish the test, their responses are scored, and a score is stored in i-know for reporting.

> *This information is covered in the chapters "Setting up Student Workstations", and "Proctoring the Student Test Experience".*

Using i-know to manage tests and reports

You access the i-know system through a secure site on the Internet, using a unique username and password. Any questions or concerns you have about logging in and getting started should be addressed in this chapter. Alternatively, contact your i-know administrator.

i-know contains information about your organization, and allows you to assign tests to your students (individually or in groups). Students log on at the appointed date and time to take the test online. To learn more about your students' test taking experience, review the "Proctoring the Student Test Experience" chapter of this guide.

Online tests are scored as students complete them. This means that you can quickly generate reports on their results, if your organization obtains reports through i-know.

How i-know uses organizations to manage access

Your organization likely consists of more than one member; there might be multiple training facilities, or multiple schools belonging to multiple districts, for example. When you and other users in your organization are set up in i-know, you are assigned to particular members of the organization hierarchy; this controls the information to which you have access in i-know.

To illustrate; your organization hierarchy might have the state Department of Education as its top layer, with the layers below the state being districts (Jefferson United, LAUSD), then schools (Monroe HS, Pierce Elementary), then classes (Algebra, History, Mrs. Smith's 3rd Grade). Every individual district, school, and class is a unique member of the organization.

Your organization assignment controls what information you can view and control. If you are the principal of a school, you would have access to your school layer's information, as well as the information for all of the classes in that school. Users can be assigned to one or more organization members; if you teach two classes, you would be assigned to two members.

User roles in i-know

User roles control what you are allowed to do with the information for your organization.

The administrator who sets up your profile in the system assigns you a ***role***. Depending on the user role assigned to you, you will have access to different functions in i-know. These are the roles in i-know:

Administrators are responsible for administering every layer below their own in the organization, including managing other administrators below them. The administrator typically updates the customer organization, assigns test content, and manages users. Administrators have permission to perform these functions in addition to all functions available to coordinators.

In a school setting, administrators are usually assigned at the District, or high school or large middle school, and act as the "owner" of the i-know implementation at that site.

Coordinators perform most of the day-to-day tasks in i-know. Typically they are responsible for scheduling test sessions, maintaining student data, and running reports (if applicable).

In a school setting, coordinators are generally teachers or testing coordinators who are responsible for scheduling tests, maintaining student data, and reporting for their class or testing program at their site.

Accommodations Coordinators perform the same tasks as coordinators, with the additional responsibility of managing accommodations for students who have Individual Educational Profiles that call for accommodations to test with their peers.

Proctors monitor students during a test session. For the sessions to which they are assigned, they can work with session information. This may include adding or removing students from the test roster, or invalidating the attempts of students who are suspected of testing irregularities.

In a school setting, proctors are generally teachers who have been assigned to carry out testing for another teacher's class, or are responsible for the computer lab to which a teacher has sent a class for testing.

Viewing other users in the system

If you are an administrator or a coordinator, you have access to view/find the profiles of other users below you in the organization, in addition to accessing your own profile. This process is covered in detail in the "Managing User Profiles" chapter of this guide.

Let's Get Started

In this lesson we will log into i-know and explore the home page, the first page you see when you access the system.

Logging into i-know

When you log in, you must use your unique username and secret password. You will either receive this information in an email from CTB, or it will be given to you by your administrator. If you have previously logged into i-know, skip this section.

1. Open your web browser and type in the URL for i-know. This information should have been provided to you in an email, or given to you by your administrator.

2. On the User Login page, type your **Username** and **Password**.

3. Click **Submit** to enter the information. The system validates your entries.

   If your entries aren't valid, the User Login page displays again. If this occurs, check your entries for typos and try again.

4. After your entries are successfully validated, the system asks you to create a new password. Your password must be between 6-32 characters in length, cannot have spaces, and must contain both letters and numbers.

   Enter your new password in the **New Password** box, then type it again in the **Confirm Password** box.

5. Click the down arrow in the **Hint** box and select a hint question to answer (for example, "What is the name of your favorite pet?").

6. Type the answer to the hint question in the **Hint Answer** box. You will need to provide this answer if you ever forget your password.

7. Click **Submit**.

   If your entry in the **Confirm Password** box matches your entry in the **New Password** box, the Home page displays.

   If your entries don't match, you will need to resubmit the password.

Logging in again

If you need to stop working and log off, you can always log in again. (Finish or save the task you were working on to avoid losing your work.) After the first login, subsequent logins only require you enter your username and password correctly.

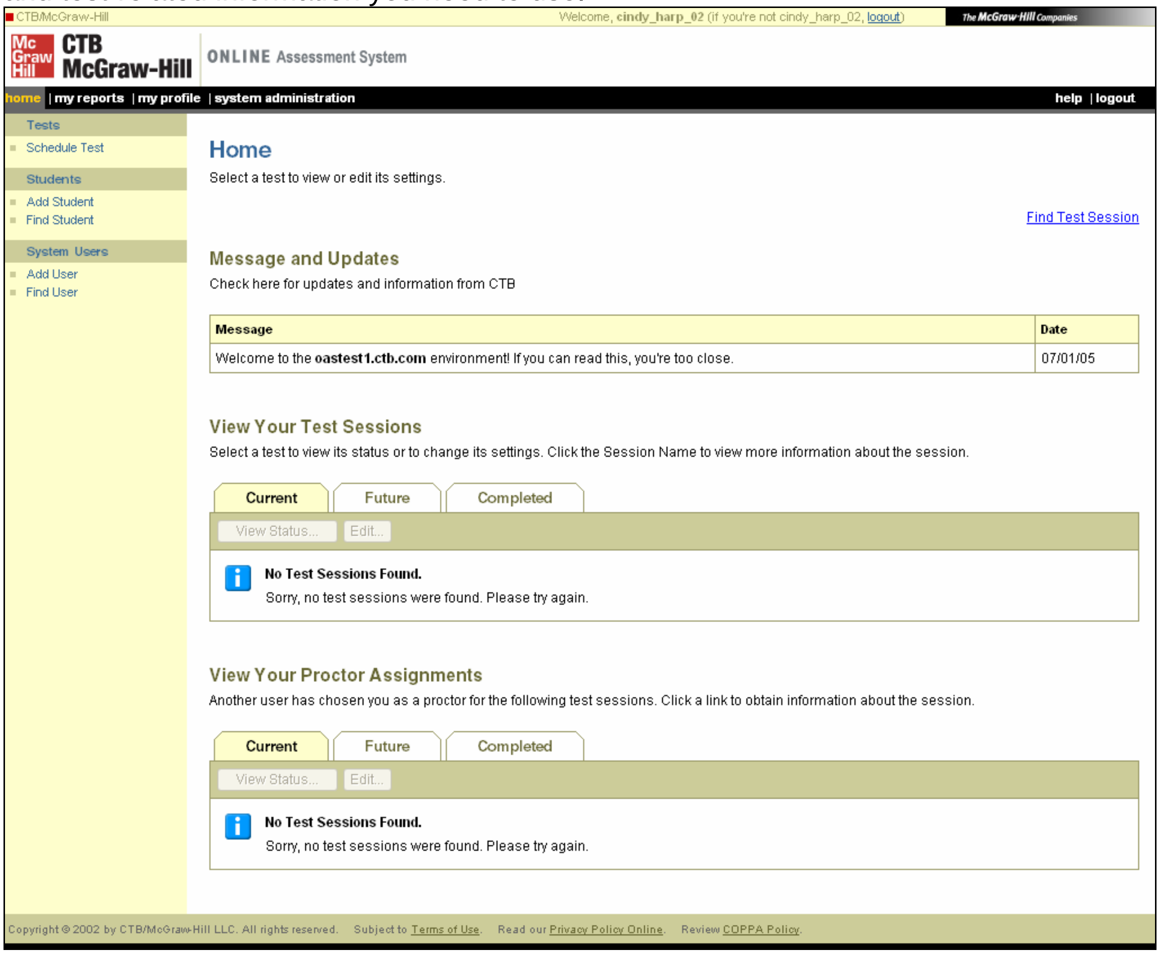
Forgetting your password

If you forget your password, enter your **Username** and click **Forgot Your Password**. You will be asked for the answer to the hint question you supplied at your first login. If you answer correctly, your password will be emailed to you. If you do not have access to email and you have forgotten your password, contact your administrator.

Note: You will be locked out of the system after five failed attempts to log in. If this happens, contact your administrator to be reinstated, or call CTB's Product Support team at 866-282-2250. You can also email CTB's Product Support team at iknow_account_management@ctb.com.

Exploring the home page

The home page is your starting point. It provides immediate access to the organization- and test-related information you need to use.



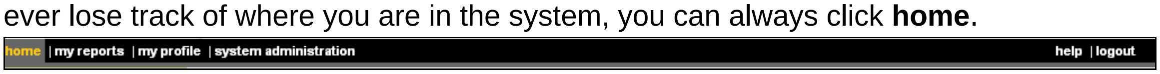
Let's take a closer look at the structural elements on the home page that are common to all of the pages in the system.

The following elements display throughout the system.

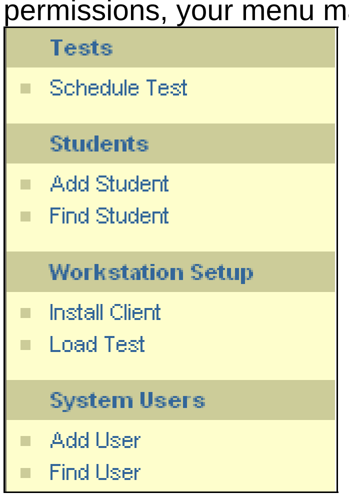
1. **Title bar -** At the very top of the page, the title bar identifies who is logged in.

2. **Navigation bar -** Below the title bar is a black bar with navigation links to various parts of i-know, the help system, and a logout command. Different users have access to different functions; take a moment to click the links on your navigation bar (except for the logout link) to see what is available to you.

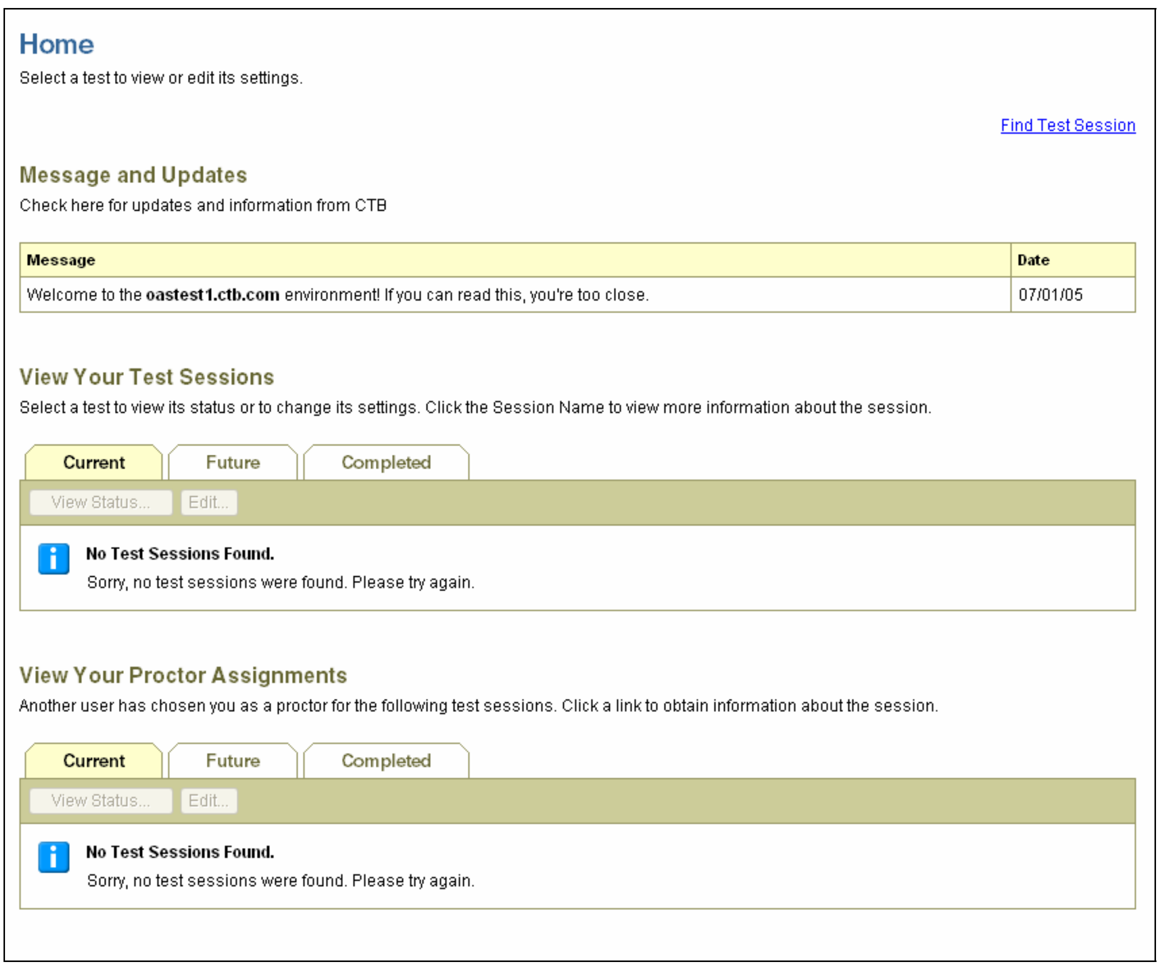
   Click the **home** link when done, to return to the home page. Remember, if you ever lose track of where you are in the system, you can always click **home**.



3. **Main menu -** The main menu is yellow and fills the left side of the page. It displays clickable links to the tasks you can perform in i-know. Based on your permissions, your menu may look different from this one.



4. **Work area -** The white part of the page below the navigation bar and to the right of the main menu is your work area, which we'll discuss next.

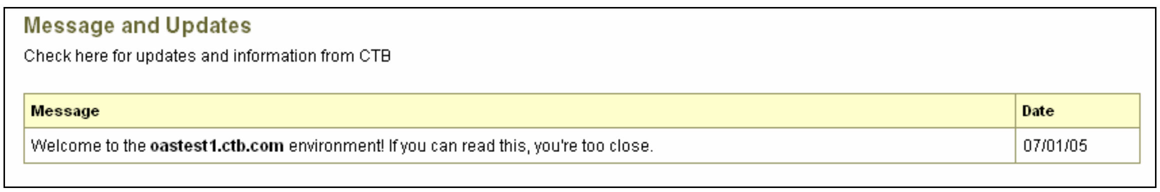


Exploring the home page work area

The work area of your home page has several distinctive features. Let’s look at each one in turn.

1. **Instructions -**
   The first thing you see on the work area, under the title, is a set of instructions on how to use the page. This is standard on most pages in i-know.
   In the case of the Home page, you are instructed that this page is primarily your starting point to select a test for scheduling or editing.

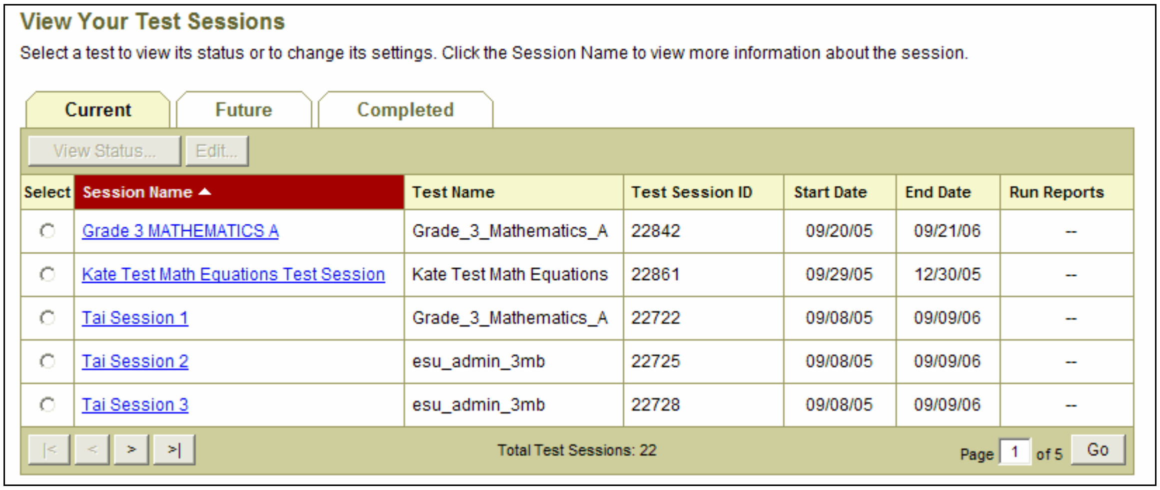
2. **Messages and Updates -**
   Allows you to view informative messages from CTB about the i-know system. This might include links to documentation, information on system availability, or updates on newly added features.



Message	**Date**
Welcome to the **oastest1.ctb.com** environment! If you can read this, you're too close.	07/01/05

3. **View Your Test Sessions -**
   These tabs list the sessions scheduled for your organization. Sessions display on the tabs based on the date they are scheduled. Click any tab (**Current**, **Future**, or **Completed**) to display the test sessions it lists.

   A set of standard navigation elements is provided at the bottom of the table. **|<** takes you to the first page of the table. **<** takes you to the previous page of the table. **>** takes you to the next page of the table. **|>** takes you to the last page of the table. Alternately, you can type a page number in the “Page [**N**] of NN” control, and click **Go**.



Select	Session Name	Test Name	Test Session ID	Start Date	End Date	Run Reports
	Grade 3 MATHEMATICS A	Grade_3_Mathematics_A	22842	09/20/05	09/21/06	--
	Kate Test Math Equations Test Session	Kate Test Math Equations	22861	09/29/05	12/30/05	--
	Tai Session 1	Grade_3_Mathematics_A	22722	09/08/05	09/09/06	--
	Tai Session 2	esu_admin_3mb	22725	09/08/05	09/09/06	--
	Tai Session 3	esu_admin_3mb	22728	09/08/05	09/09/06	--

Most of the headings in the tabs' tables are self-explanatory, but we'll look at a few of the columns more closely:

Select – Click this button next to the session you want to edit or view. When you have selected the session, click the **View Status** or **Edit** button to go to the appropriate page for viewing the test session's status, or for editing the session's information. Be aware that only Current and Future sessions may be edited.

Session Name column vs. Test Name column – The session name is the name given to this particular administration of the test. The test name is the actual test being administered to the students.

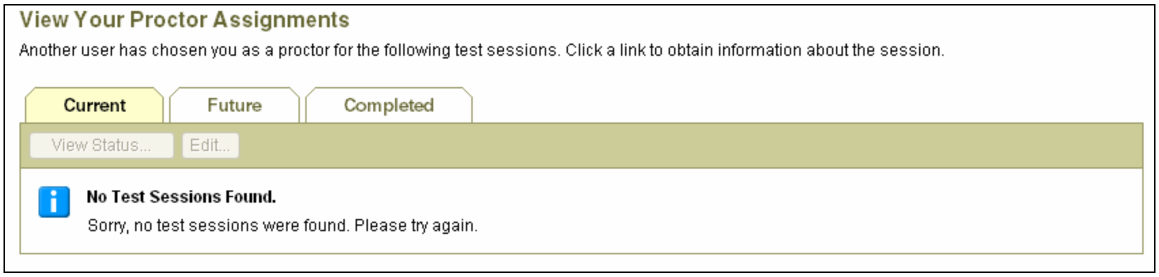
For example, you might schedule a session of the Reading II test as a session for your first period students, and schedule another session of Reading II another day to give to your second period students. The two sessions would have different session names, but the same test name.

Note that the session name is a clickable link to the Test Information page, which gives you more detailed information on the test session.

Run Reports – This column displays a clickable link if at least one student has test results, so a report can be run (if your organization uses i-know reports). The **Reports** column doesn't appear on the **Future** tab, as no students will have test results yet.

4. **View Your Proctor Assignments -**
   The tabs in this table list the sessions for which you have been scheduled as a proctor. It works in the same way as the View Your Test Sessions table, which we just covered.

   When the tabs on the View Your Test Sessions or View Your Proctor Assignments tables have no test sessions to display, an informational message lets you know that, as shown below.



Now that you are familiar with your main point of reference, the Home page, you are also familiar with the main structure of all pages in the system. You should be well prepared to explore most of the system's functionality.

From here, we suggest continuing on to the "Setting Up Online Test Sessions" chapter of the User's Guide. Alternatively, you can pick and choose from the modules and read just the ones that interest you, or simply explore the application on your own.

Chapter 2: Setting up Online Test Sessions

Managing Online Test Sessions

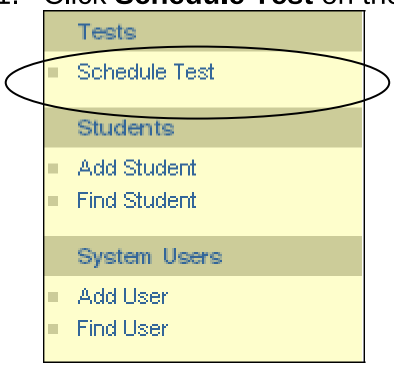
In this chapter we will demonstrate how to schedule a test session and print test session documents, and we'll cover editing an existing test session.

Scheduling a test

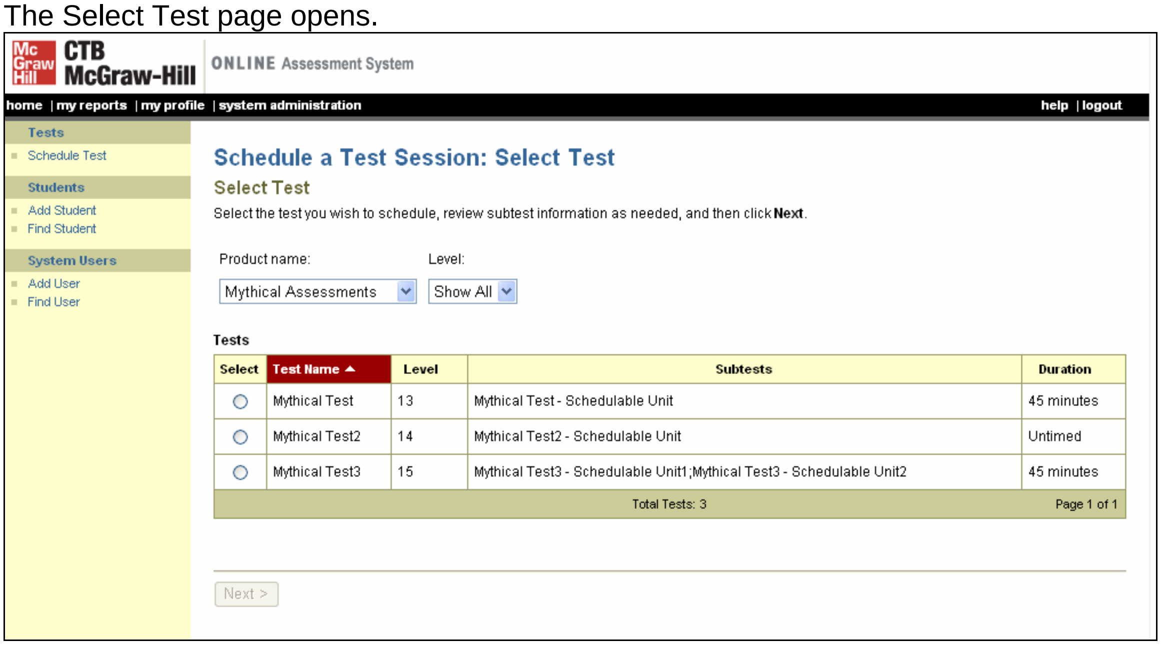
Test scheduling is handled with a wizard that takes you step-by-step through the scheduling process. We'll cover each of the steps separately.

Step 1: Selecting a test product

1. Click **Schedule Test** on the main menu.

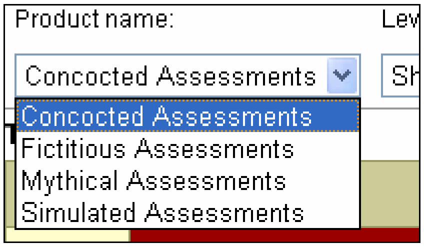


2. The Select Test page opens.



3. First, you make some choices that affect the display in the Tests table.

   Product name:
   If you only have one test available to you, it will automatically display in the table, and the **Product name** box shown above will not be selectable.
   If you have multiple test products from which to choose, you will need to make a selection from the pull-down list, as shown below.



   Level (optional):
   Some test products have multiple levels (the Grade 4 Math test might come in levels 1 through 20, each measuring different levels of mathematical understanding, for example).

   If your test does not have testing levels, then the **Level** box will not display.
   If your test has levels, you can choose a testing level to control the display in the Tests table. (This works the same way as selecting the test product). You can also leave "Show All" in the **Level** box to show all levels available.

4. Next, once you have made your test product selection (and level selection, if desired), you are ready to review the information in the Tests table.

Tests

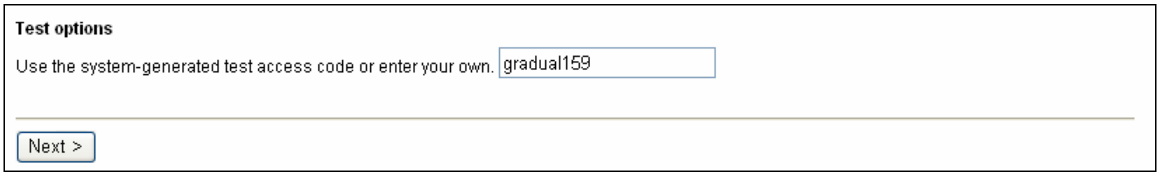
Select	Test Name ▲	Level	Subtests	Duration
◉	Mythical Test	13	Mythical Test - Schedulable Unit	45 minutes
○	Mythical Test2	14	Mythical Test2 - Schedulable Unit	Untimed
○	Mythical Test3	15	Mythical Test3 - Schedulable Unit1;Mythical Test3 - Schedulable Unit2	45 minutes
			Total Tests: 3	Page 1 of 1

Additional information is presented in the table to help you select which test you want to administer to your students:

-If the test has multiple **Subtests**, those are listed for your review.
(For example, a math test might have the subtests "Addition of fractions", "Subtraction of fractions", and "Multiplication of fractions").
-The **Duration** of the test displays the allotted time for students to complete the test (if a test is timed), or "untimed" if no time limits apply.

Click the button next to the appropriate test to select it.

5. This updates the **Test/Subtest options** section, where any additional choices you have about how the test is given are shown:



The contents of this area will vary:

-If the test has just one subtest, your options for the *test* are given.
(For most tests, this means the option to specify your own test access code instead of using the one the system provides).

-If the test has multiple subtests, your options for the *subtests* display.
(For multiple subtests, you usually get to specify whether or not to allow a break between subtests, in addition to changing the test access code).

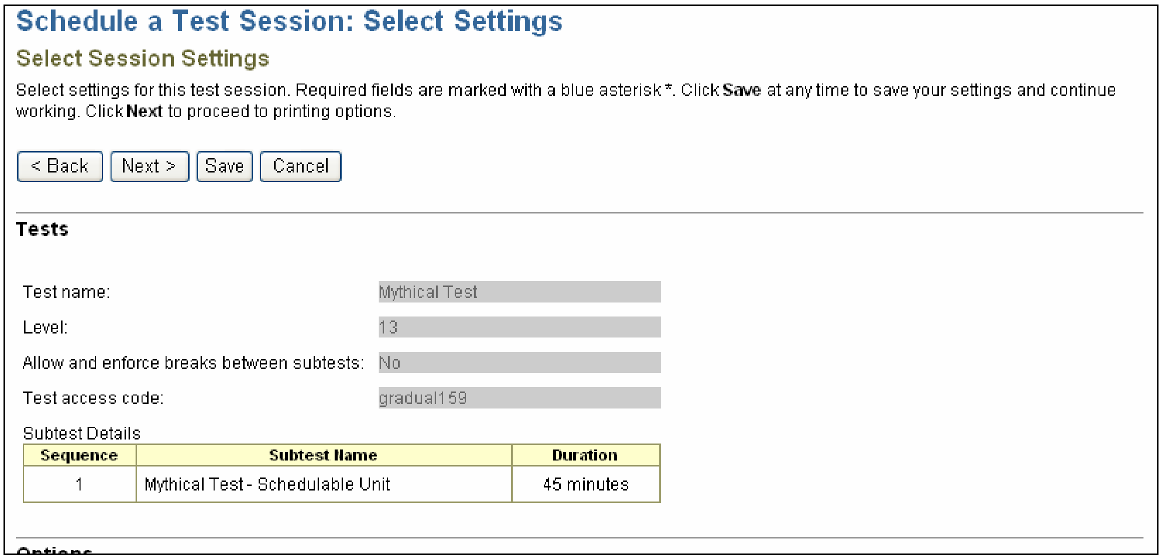
Note: The test access code (TAC) is the code that all students will use to login to the online session. The system-generated TAC generally consists of a dictionary word and number combination. You may want to use something simpler for your students. If so, just remember that each TAC must be completely unique.

6. When you are satisfied with your selections, click **Next**.

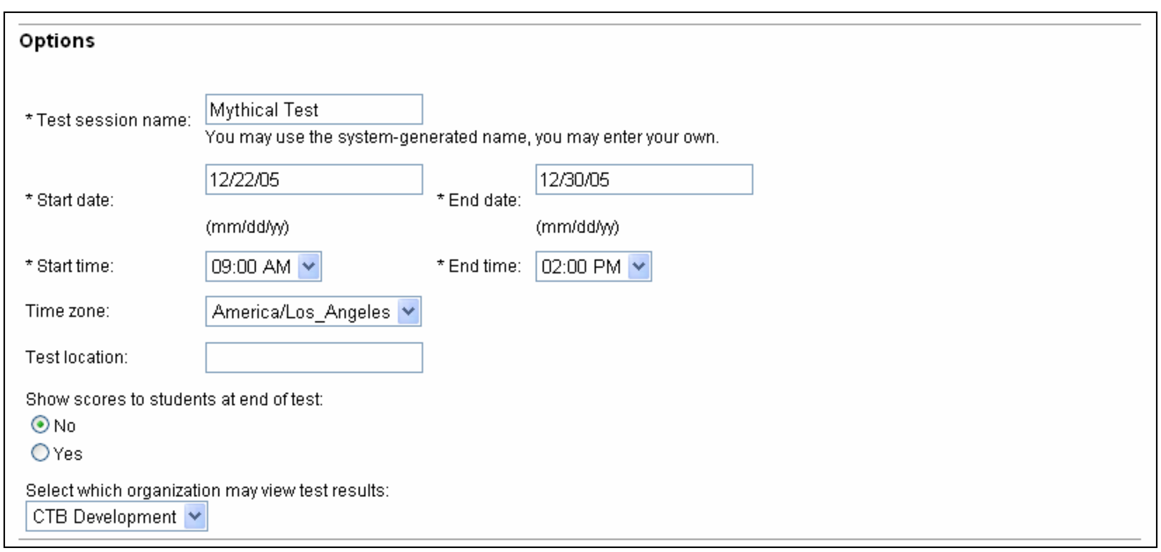
Step 2: Selecting test settings

We'll cover this page section-by-section, as there is a lot of information on it. This page is where you will choose any options for your test, assign students to take the test, and assign any proctors for the session that you may need.

1. At the top of the page, in the section labeled **Tests** (under the title, instructions and controls), you see basic information about the test product you selected. This section is not editable. If you want to choose another test product, click **Back** and make a new selection.



2. Below the **Tests** section is the **Options** section. Here you can make a number of decisions about how this test session will be administered.



Test session name – the system automatically provides a default name based on the test product’s name. You can change it to something more specific by typing the new name in the box. The name can be up to 64 characters.

Start date and End date – the dates during which students may begin logging into this test session, and after which students are no longer permitted to access the session. Set these dates as appropriate for your test session.

Start time and End time – the hours during which students may begin logging into this test session, and after which students are no longer permitted to access the session. Set as appropriate.

Do not confuse the start and end times with the time limit for a test. Suppose your test is a 45-minute timed test and the session allows login from the 1st to the 5th between 9:00 am and 1:00 pm. This means that on any of the scheduled session days, a student can log in at any time between 9:00 and 1:00 to take the test, and they will have 45 minutes to spend on the test. A student logging in at 12:59 pm will have 45 minutes to complete his test. A student attempting to log in at 1:05 pm would not be permitted to do so.

Time zone – the time zone for which the login hours will be applied. This is automatically set to the time zone associated with your profile, but can be changed if necessary.

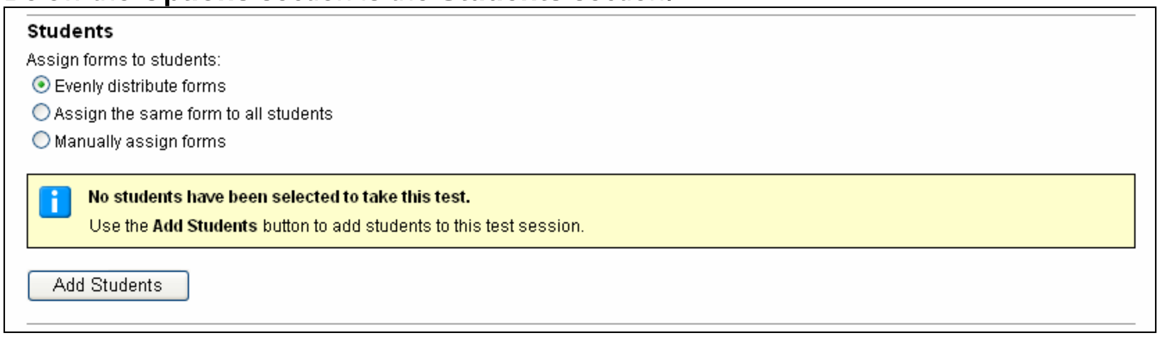
Test location – the location from which students will log into the session. Specify if desired.

Show scores to students at end of test – the choice to display score feedback to students after they complete their test, so they know how they did.

Select which organization may view test results – the option to specify where test results belong, if you schedule for multiple layers or multiple members of your organization. (For example, if you belong to a district and have access to all of the school members in the layer underneath you, you could specify that the test results belong to one of those schools rather than to your district).

> **Note:** This option will not display if you don’t have access to multiple layers or multiple levels of your organization.

3. Below the **Options** section is the **Students** section.



First, if there are different forms of your test available, you can specify how to distribute those forms among the students who will be assigned to the session. (If no forms are available, this option doesn't display).

Many tests offer forms (multiple versions of a test, with items/answers reordered, or with different questions that test the same skills) to help prevent cheating.

You can choose to allow the system to distribute forms evenly among students, to assign the same form to all students, or to manually assign the forms yourself.

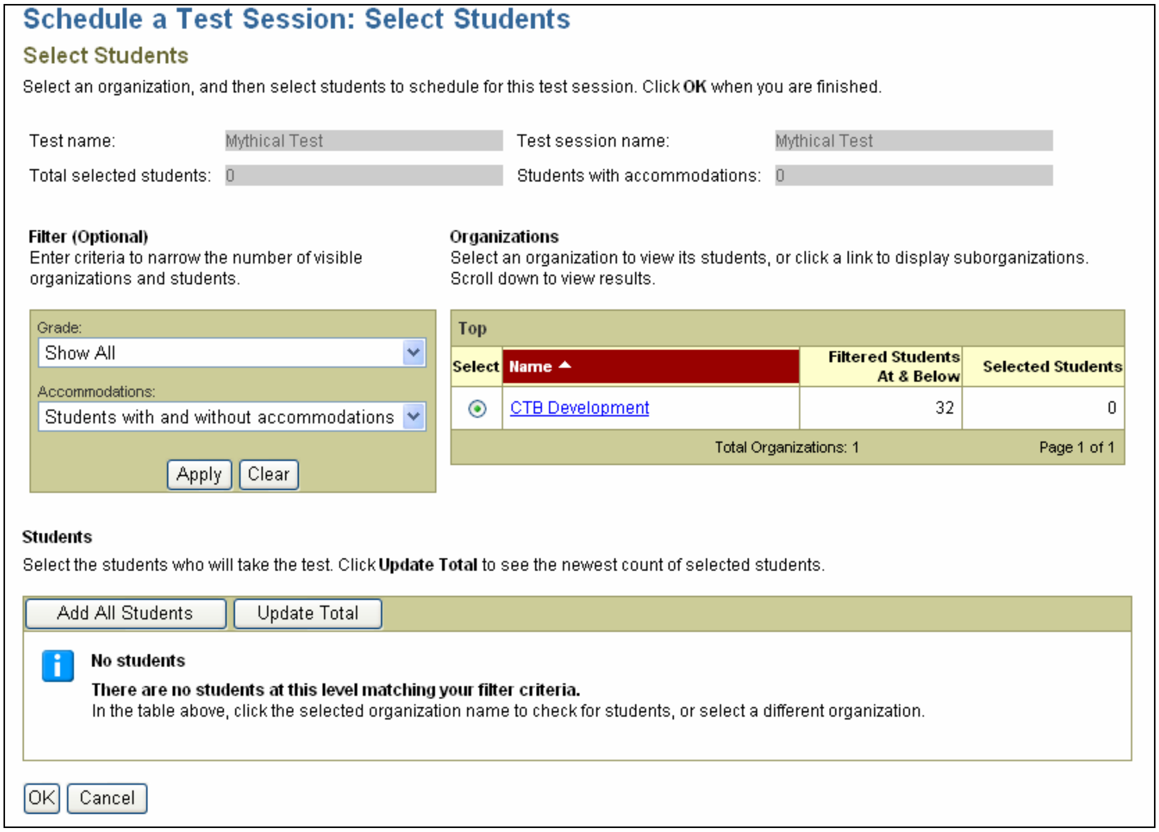
> -If you choose to evenly assign forms, you will see the form assignments after you **Save** the information on this page.
>
> -If you choose to assign forms to students, rather than having them evenly distributed, you will be able to specify the forms to use in the Students table. The Students table is populated after you add students to the session, which we will cover in the next step.

Note: If you add more students to an existing session, previous form assignments will remain in place for the existing students. The new form assignment method you choose will apply only to the newly assigned students.

Examples:
-if the session had 4 students & they had been evenly assigned forms A,B,A,B, and you add 4 more students and choose to assign form A to all students, you would end up with form assignments A,B,A,B,A,A,A,A.
-if the first 4 students had all been assigned form A, and you chose to evenly assign when you added the next 4 students, you would end up with form assignments A,A,A,A,B,B,B,B to keep the distribution even.

You can override the previous form assignments by choosing to manually assign forms.

4. Next, you add the students to this session. When you click **Add Students**, a special page to select the students displays.

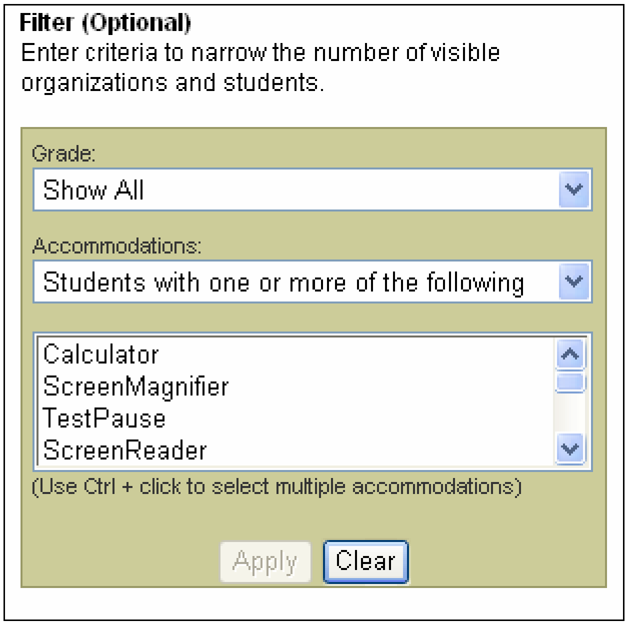


On this Select Students page, there are several areas of information. At the very top of the page, information about your test and the number of students already assigned to it displays. There is an optional filter to control the display of students from which you will make your selections, and a display of your organizations. Below those is a table listing the students matching the criteria you set using the filters and organization.

Filter (Optional):
You can filter the student display by limiting it to students:

-who are in a particular grade (choose one from the pull-down list), or
-who require/don't require accommodations during testing (choose students "with accommodations" or "without accommodations" from the pull-down list).

If you choose to filter for students with accommodations, you can also specify the accommodation(s) to use for filtering. The page refreshes and a list of the available accommodations from which to choose displays.



When you select accommodation(s), the **Apply** button becomes clickable. You can always click **Clear** to remove the accommodations filter you have applied.

Organizations:
This section is where you find the students to select. The Organizations table displays the highest layer of the organization that you have access to view.

Depending on where you are assigned in your organization, there may be layers below you ("suborganizations"). You may have to move down through the various layers of the organization to which you have access, in order to find the students.

If this doesn't apply to you, skip down to the "Students Display" section. Otherwise, you can read this section to learn how moving through the organization layers works.

Moving through the organization layers:

If there are layers below you, a list of the members of the next layer down displays for you to select from, layer-by-layer, until you reach the students. We'll go through an example now.

When the page first opens, we are looking at our top organization layer. The only link displayed is for what we'll call the "State of CTB Development", pretending that we have the relatively common structure State>District>School>Class at our educational institution.

First, we click on the link for CTB Development to see what is underneath it, and the display updates:

Organization
Select an Organization to view its students. Click the available hyperlinks to display suborganizations.

Top > CTB Development

Select	Name ▲	Filtered Students At & Below	Selected Students At & Below
◉	Gennaro Schools of Excellence	4	0
○	Monterey	2	0
○	Raghavan District	16	0

Total Organizations: 3 Page 1 of 1

We are looking at the "CTB Development" layer of our organization. We can see that there are three members under it. As we called CTB Development our state layer, we'll say these three members are the district members of our organization. We'll need to choose a district next, to continue our downward path through our organization.

We click the "Gennaro Schools of Excellence District" to go lower:

Organization
Select an Organization to view its students. Click the available hyperlinks to display suborganizations.

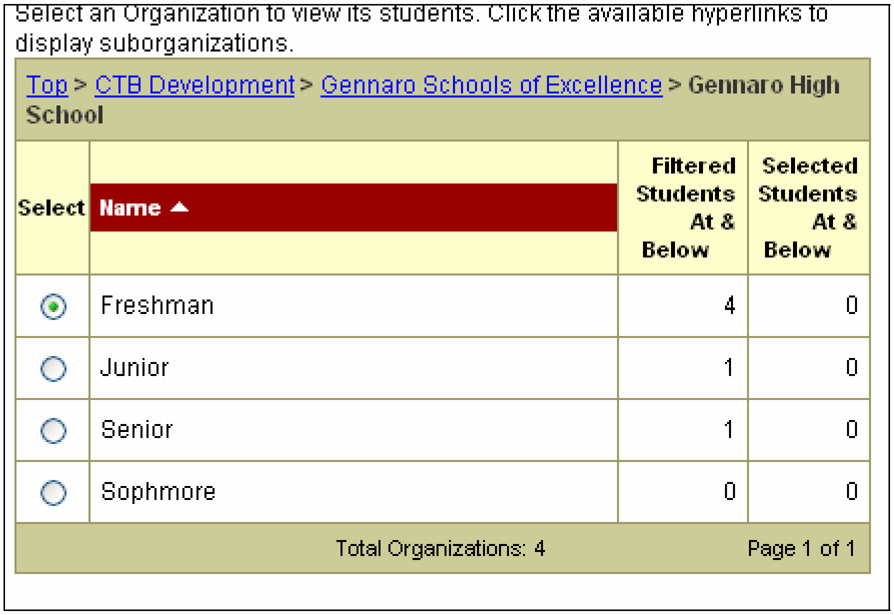
Top > CTB Development > Gennaro Schools of Excellence

Select	Name ▲	Filtered Students At & Below	Selected Students At & Below
◉	Gennaro High School	4	0
○	Giuseppe's school of arts	0	0

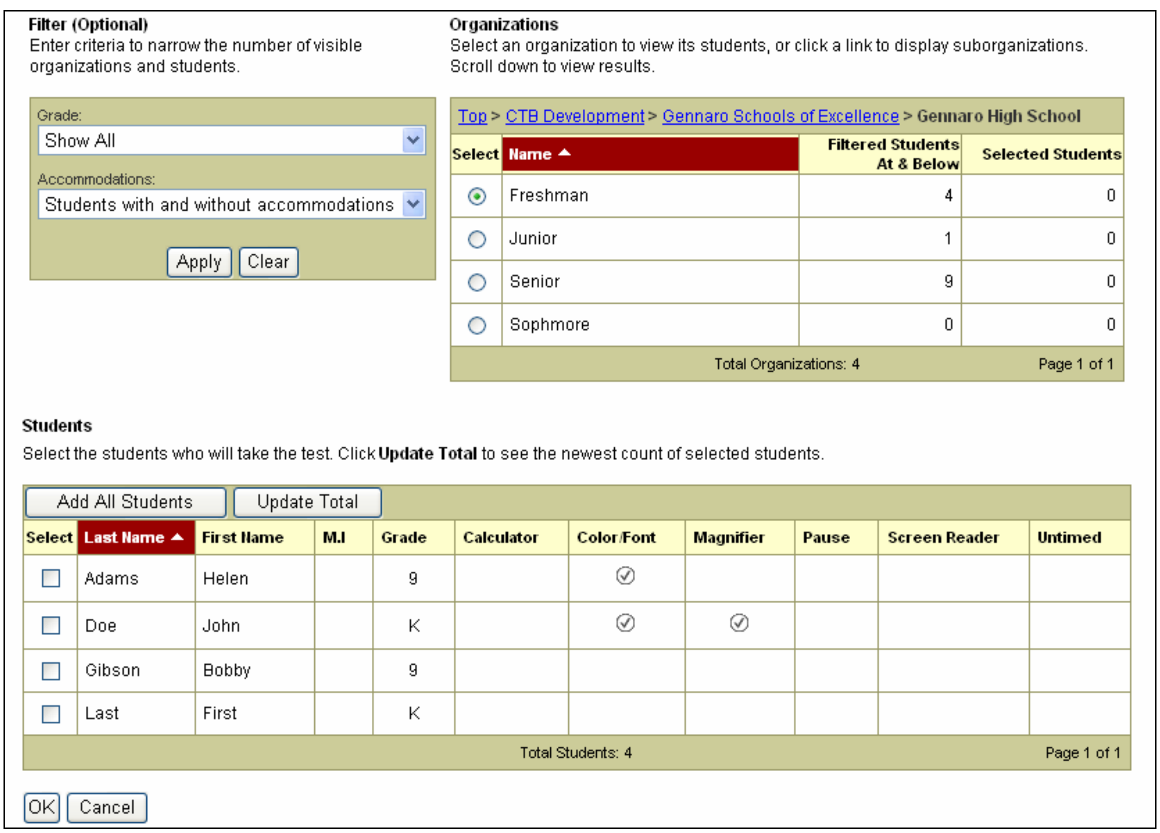
Total Organizations: 2 Page 1 of 1

(Notice that the path we have taken shows above the table. Clicking any of the links in the path would take us back to that layer's display.)

We've gone from the state layer to the district layer, to look at the schools in our specified district. Now we choose a school from the list; "Gennaro High". When we click on our school, we get a list of classes in the school:



With the selection of a class, the page updates. There are now students displayed in the Students table. Notice that the name of each class is no longer a clickable link, indicating that there are no layers below the class. If you click a button in the **Select** column next to a class, the students in the selected class display in the Students table:



Students Display

Remember that only users assigned above the layer where students exist need to move through the organization layers to find students, as we have just done in the previous section. If you are assigned to the class layer, where students reside, students would already display in the Students table when you accessed Select Students. From this point forward, whether you had to move through your organization's layers or not, you work from the Students table.

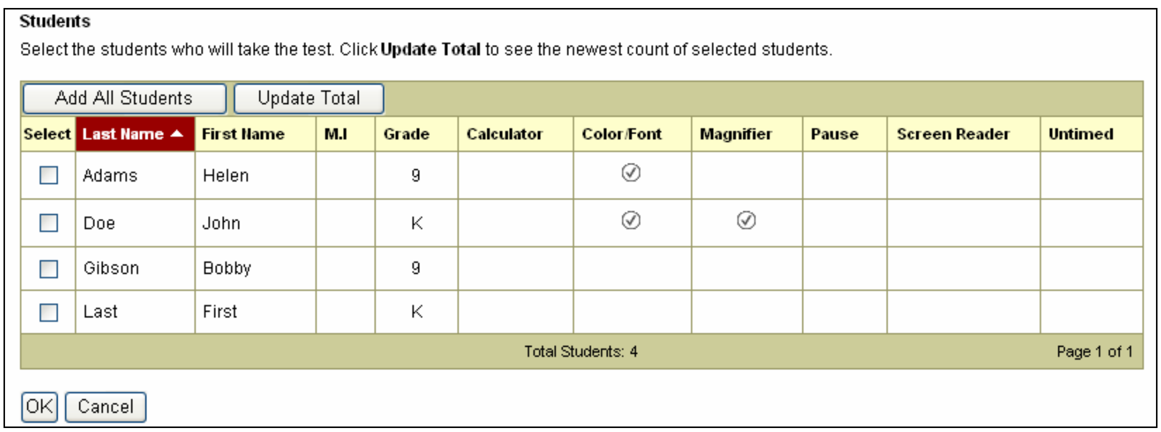
On the Students table, you can see checkmarks in the columns for any accommodations in a student's profile.

Note: When there are more students than can be displayed on one page, the table will have the standard table navigation elements at the bottom to help you move through the list. (Table navigation elements are discussed in Chapter 1).

At the top of the Students table, you can click the **Add All Students** button to automatically select all the students in the list, including those on other pages, if the list spans more than one page.

You can also select students one-by-one, by clicking the checkboxes next to their names in the **Select** column.

Optionally, if you have made changes to the selections, and you want to update the student count at the top of the page, click **Update Total**.



Students

Select the students who will take the test. Click **Update Total** to see the newest count of selected students.

Add All Students | Update Total

Select	Last Name ▲	First Name	M.I	Grade	Calculator	Color/Font	Magnifier	Pause	Screen Reader	Untimed
☐	Adams	Helen		9		✓				
☐	Doe	John		K		✓	✓			
☐	Gibson	Bobby		9						
☐	Last	First		K						

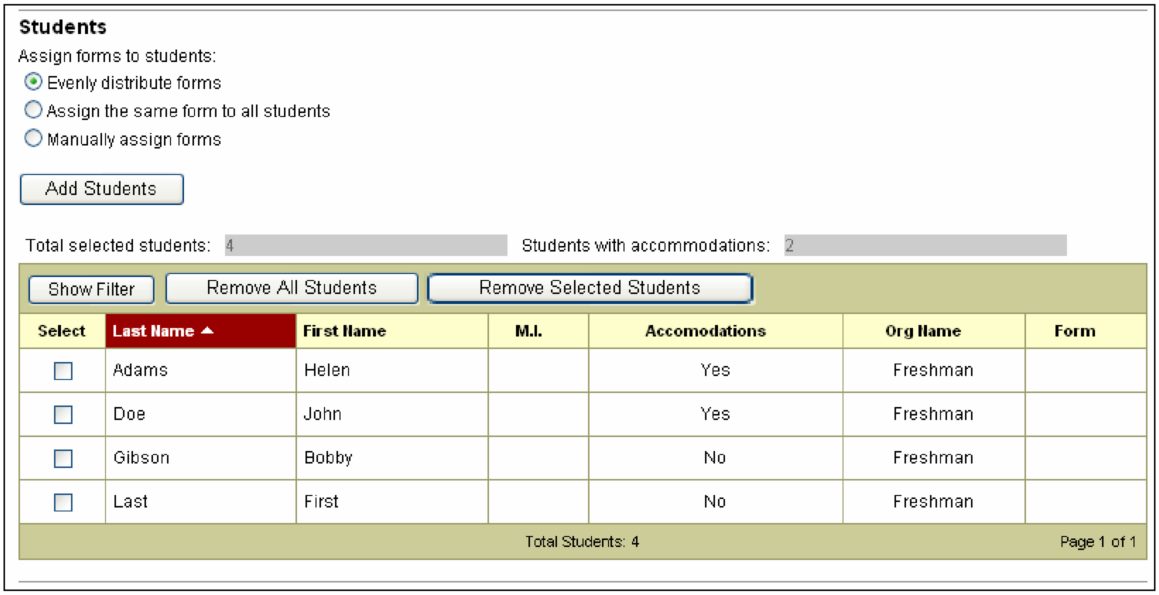
Total Students: 4 Page 1 of 1

OK | Cancel

Note: An extremely rare possibility exists when a student is in more than one class that another user already added the student to this very same test session. (For instance, both Math and Science teachers assume the responsibility of assigning John Doe to the school-wide Skills Exam given March 1st).

If this situation occurs, you will be notified. Depending on your organization assignment and at what organization layer the student was assigned to the test, you may be able to reassign the student's test results from the other scheduler's class to yours. You might be unable to make any changes at all (if the student has already logged in and begun the test, or the student was assigned to the test at an organization layer above you, for instance).

When you have finished selecting all of the students you want to assign to this test session, click **OK**. The Select Students page closes and you return to the Select Settings page, where the students you have selected now display under the **Students** section.



You have the option to change the students assigned to the session:

-You can click **Add Students** again to go back and add more students.

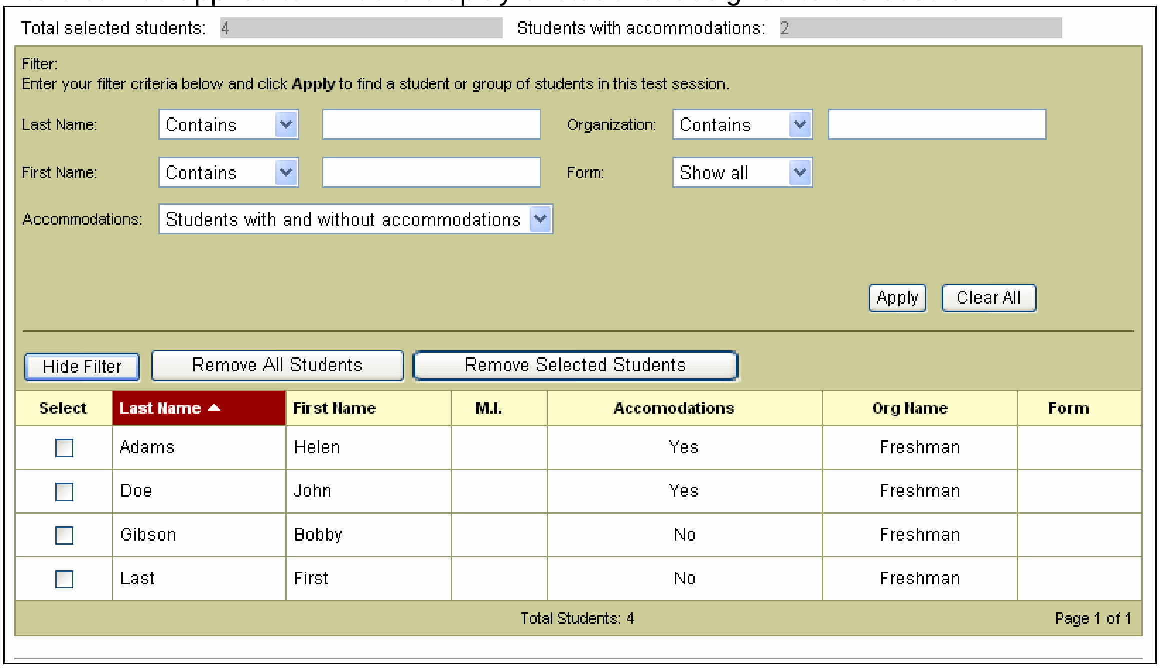
-You can **Remove All Students** and start over again with no students selected.

-You can select a few students' checkboxes, then **Remove Selected Students** to remove just those students from the test session.

-You can also apply a filter to the list of students. This is very useful if you have a long list of students and want to search for a particular one (perhaps to verify that they have been assigned, or to locate and remove them from the session).

To use filters on the display of assigned students, click **Show Filter**. This opens the filter area, so you can choose what filter(s) to apply.

With **Show Filter**, a set of filtering criteria opens above the student table. These filters can be applied to limit the display of students assigned to the session.


Total selected students: 4 Students with accommodations: 2

Filter:
Enter your filter criteria below and click **Apply** to find a student or group of students in this test session.

Last Name: Contains Organization: Contains
First Name: Contains Form: Show all
Accommodations: Students with and without accommodations

Apply Clear All

Hide Filter Remove All Students Remove Selected Students

Select	Last Name	First Name	M.I.	Accomodations	Org Name	Form
☐	Adams	Helen		Yes	Freshman	
☐	Doe	John		Yes	Freshman	
☐	Gibson	Bobby		No	Freshman	
☐	Last	First		No	Freshman	

Total Students: 4 Page 1 of 1

There is a filter for most of the columns in the table. Go to the filter you want to use, and make a selection from the pull-down list. For some filters (such as "Accommodations"), that selection is all you need to make. For the majority of filters, you select an operand from the pull-down list (such as "contains", or "starts with"), then you type your search criteria in the box next to it.

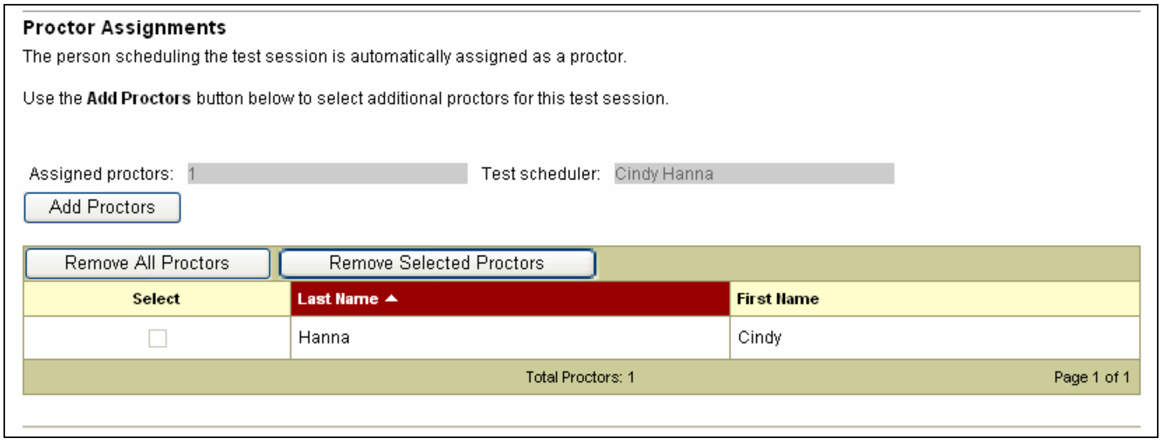
You can use more than one filter. When you have entered all the filter criteria you want to use, click **Apply**. (You can always click Clear All to remove all the filters you have applied.)

For example, imagine you had several hundred student records in classes 111 to 121 shown in your table, and you need to verify that Jim Smithson from Class 115 was assigned to this session. You're unsure whether his last name is spelled Smithsen or Smithson. You could search for all records where the student's 'Last Name' 'Contains' 'Smith' and 'Organization' 'Equals' 'Class 115'. The result would be a list of all the students in Class 115 with last names containing the characters s-m-i-t-h, such as Smith, Smithson, Smithsen, and Blacksmith.

Make any adjustments you need to make to the list of students assigned to the session, and then proceed to the **Proctor Assignments** section, if desired.

5. Below the **Students** section on the Select Settings page is the **Proctor Assignments** section.

   Under **Proctor Assignments**, you can assign other staff to help administer the test to students during the session. (As the scheduler of a session, you are automatically assigned as a proctor for it).



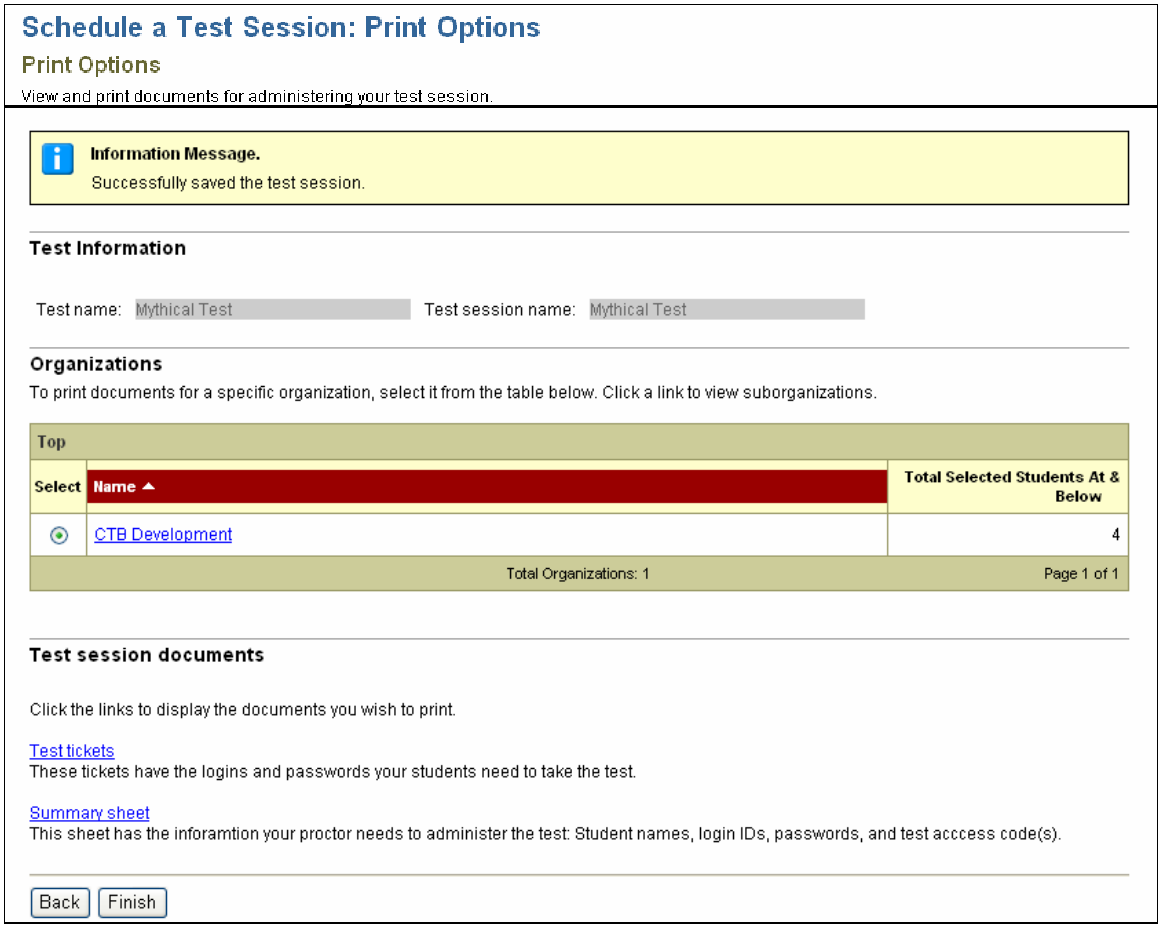
   Selecting proctors for a test session uses the same tools as selecting students for a session.

6. Finally, at the bottom or top of the page, click **Next** to go on to the Print Options page.

   Tip: You can click the **Save** button at the top or bottom of the page at any time. This saves your work up to that point, in case you are interrupted during session scheduling.

Step 3: Printing Test Session Documents

When you click **Next** after completing the Select Settings page, the Print Options page opens.



The page is broken into different sections. At the top of the page, a message confirms that you have saved your test session up to this point.

Test Information:
The name of the test and the name assigned to this test session display here for your reference.

Organizations:
Your organization information is displayed here. As before, you can click the links to move down through layers of the organization, if there are layers beneath you.

The **Select** button controls which organization member is used to generate the test tickets and summary sheet when those are activated. The reason you might want to move through the layers of your organization and pick a different one is to reduce the size of the results.

Suppose you work for the district, and you scheduled a district-wide test session for all students. You could leave the district selected in the Test Information section, and get test tickets for every single student in the district. However, you might prefer to move through the layers of your district down to the class layer, and print a set of test tickets for just the one class for which you are proctoring the test. It's up to you – the system is set up to give you that flexibility.

Test session documents:
When you click on one of the links in this session, you open a PDF file that contains testing information needed for the test session.

The **test tickets** are intended for distribution to each student taking the test. An individual ticket for each student is generated, containing that student's login and password for the test session.

The **summary sheet** is intended for the test proctor. It contains the login data for every student (using the organization selection made in the Test Information section when requesting the ticket). It also contains the Test Access Code (which should be kept secret and only given to students the moment they should start the test).

The report navigation bar for test session documents:

Use the report navigation bar to print, view, and save test session documents:

NavBar - Click **NavBar** to display a list of all students included in the test session. Click on the arrow next to **Student(s)** to expand the view, and display all students. Click a student's name to display his or her information on the test ticket.

First, Prev, Next, Last - If more than one page is generated, use these links to view the pages.

Goto - Click **Goto** and enter a page number in the **Page** box to move to a specific page in the report.

% - Select a percentage from the list to change the report page size. The setting remains as selected until you change it again.

Download/Print - Click **Download/Print** to instantly view/print the ticket(s) or download and save to your computer. If you save a test ticket, you can access the ticket at any time by opening it from the location where you saved it. When you open it, Adobe Acrobat® Reader® launches.

Editing or copying scheduled tests

You can edit some of the settings for scheduled test sessions. The fields that you are allowed to edit will vary, depending on what information you have permission to access, whether or not any students have logged into the test yet, and whether or not the test session is still open.

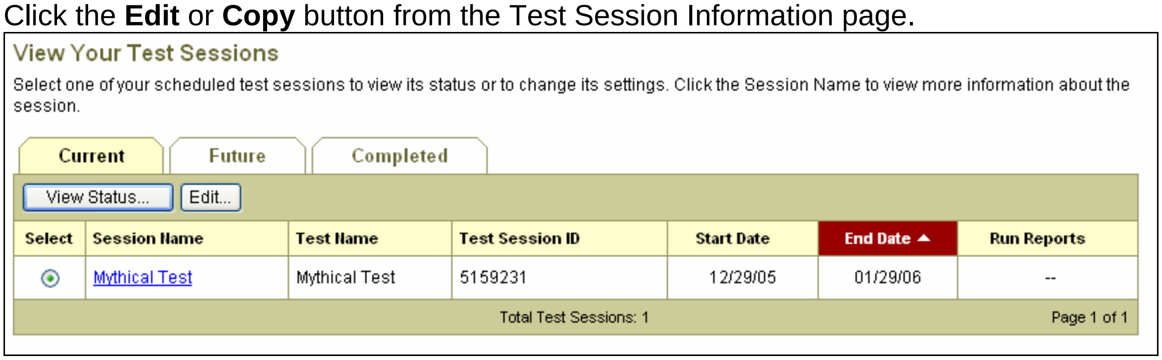
You can copy a saved test session (for example, to give the same students a different test) if the session was scheduled by you, or by someone else assigned to the same member of the organization. If you have permission to copy the session, you will see a **Copy** button on the Test Session Information page.

Editing and copying both use the same page; when you copy a test session, you are basically just editing the information for an existing session to make it unique.

1. On the home page, locate the test session that you want to edit. As soon as you select the session, the **Edit** button becomes clickable.

   or

   Click the **Edit** or **Copy** button from the Test Session Information page.

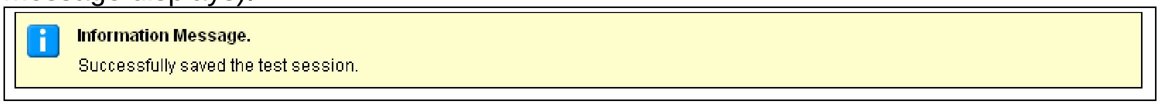
2. When you click **Edit** (or **Copy**), the Select Settings page used to schedule the session displays.

   Depending on the status of the session, there may also be a **Delete** button (if no students have logged into the test yet), or an **End Test Session** button (if at least one student has logged in, and the test session is not over yet). If the change you wish to make is to delete the session altogether, or to end the session so that no more students can log into it, use these buttons.

   If you have chosen to copy an existing session, some information (such as the test access code) absolutely must be changed, in order to create a new session.

   Change the information you need to edit, the same way that the information was specified when scheduling the session, and click **Save** when done. (Alternately, click **Delete** or **End Test Session**, as appropriate).

3. A confirmation message verifies that your edit has been saved. (Alternately, you are asked to confirm deletion or ending of the session, then a confirmation message displays).



4. At the top or bottom of the page, click **Next** to go to the Print Options page. From here, you can print new test tickets if needed, or click **Finish** to return to the home page.

Now that you know how to schedule a test session for your students, you may want to continue on to the "Setting up Student Workstations" chapter of this guide to learn how to prepare the student's computers for testing. If someone else, such as a Lab Technician, performs that task for you, you might want to skip to another chapter or just explore i-know on your own.

Chapter 3: Setting up Student Workstations

Here are the things that need to be done on student computers to make test day a success.

Preparing for student testing

To ensure students have a successful online test-taking experience, your test site (generally a classroom or computer lab) needs to be properly set up and checked prior to the students' arrival on test day.

This is typically done by a system administrator in most computer labs, but you might need to do it yourself if you are testing in a classroom setting, or if you belong to a smaller organization.

The first thing that must be done is to load the test client software onto the computers that students will use to take the test. You must install the test client on each student workstation once before administering the online test; this is required to run the test session.

In addition, we'll cover an optional step you might want to take if your facility has a somewhat slow internet connection, or heavy traffic. You have the option to download the test and put it on the students' computers before the test session begins. This makes test taking a bit faster, because the computers don't have to reach out across the internet to get the test when the student logs in – the test is already waiting on the computer. Be aware that **the test client must be loaded onto the computer before you can load the test.**

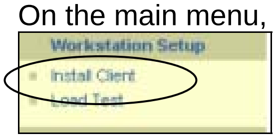
Finally, you'll want to get every student's computer set to the login page and ready to go. This ensures students all get to start as soon as they are given the test access code, and everyone logs in at approximately the same time.

Loading test software on the student PC

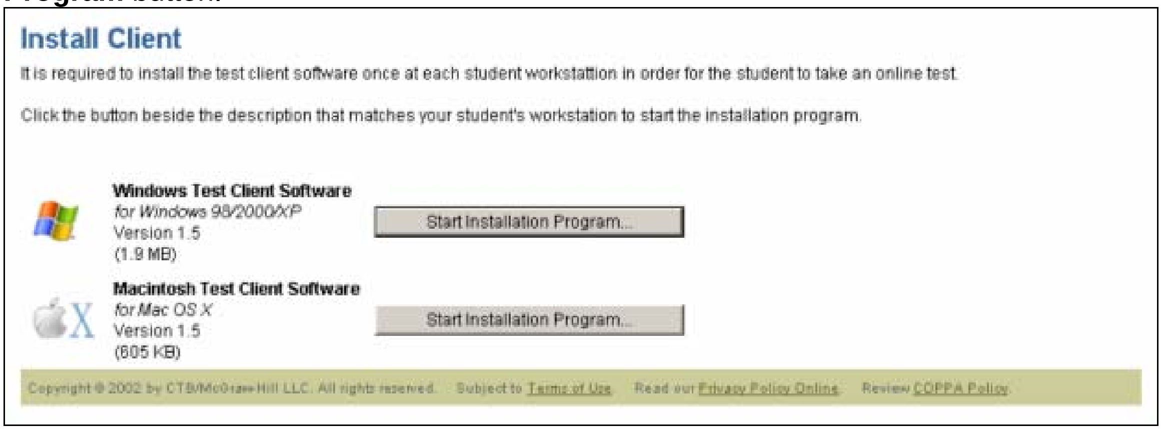
The test client is special software that allows the students to take their tests in a secure environment. It provides a "locked down" browser, meaning that students can't use it to search the web for help with their test items.

When the test client's browser is open, nothing else on the student's computer should be accessible. The exception to this is that some students require the use of specified equipment for their official accommodations – for instance, a text reader or a calculator. (For more information on student accommodations, read the "Managing Student Profiles" chapter of the User Guide).

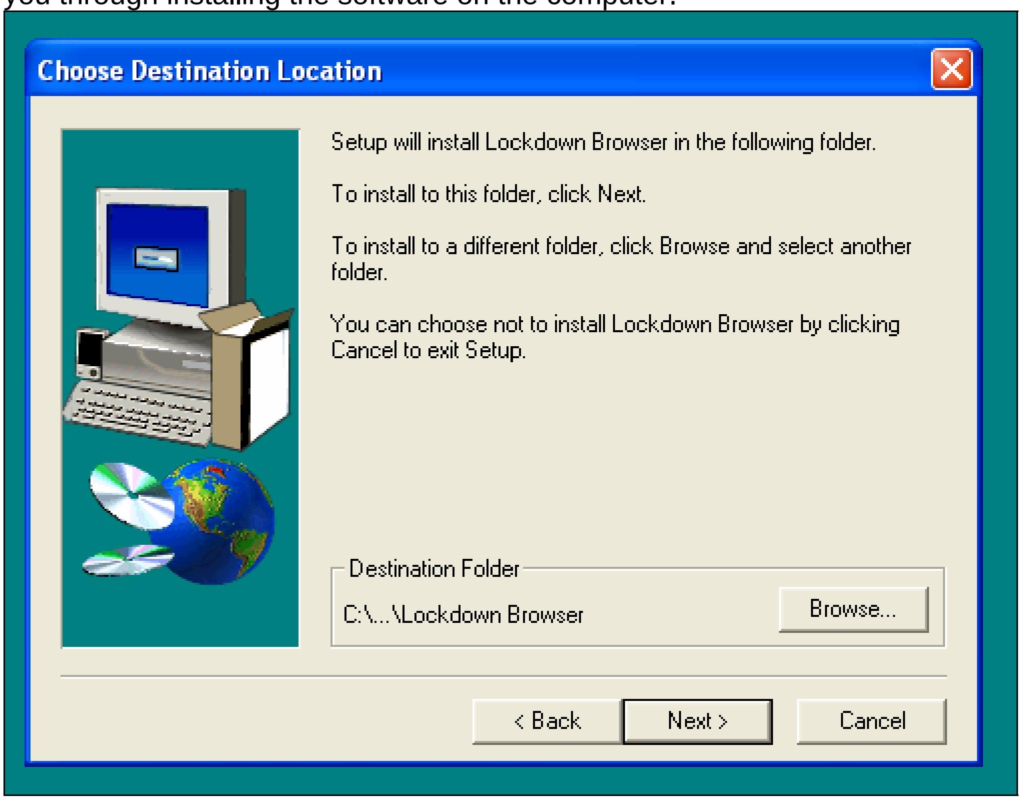
1. On the main menu, under Workstation Setup, click **Install Client**.



2. On the Install Client page, choose the correct software for this computer's operating system (Windows or Mac). Click the appropriate **Start Installation Program** button.



3. Like most software you've worked with, a standard installation program will lead you through installing the software on the computer.



4. When installation is complete, an icon will be installed on the computer's desktop.

Preparing the test

1. Prior to test day, the test session must be scheduled in i-know. See the "Setting Up Online Test Sessions" chapter of the User's Guide if you need a refresher on how to schedule the session or how to print test tickets.

2. Print individual test tickets for each of the students, which include their personal login passwords. These should be distributed to students before the test session.

3. Print a summary sheet for yourself (or your proctor), which provides a summary of all student login information, and the access code for the test session.

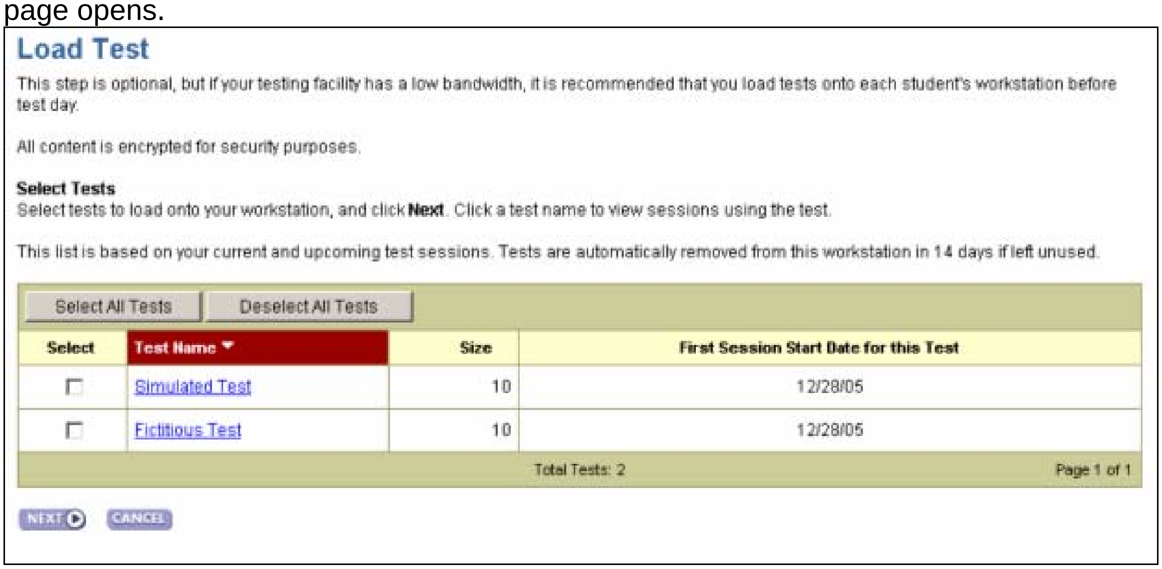
   The access code should not be given to students until the students are seated at the computers and ready to log in. We cover this in the "Proctoring the Student Test Experience" chapter of the User's Guide.

Loading the test on a student PC (optional)

Loading the test on the student computers is optional, but highly recommended for anyone with limited bandwidth (a slow internet connection, or a network with very heavy traffic).

If you decide to load the test onto a student's computer before the session begins, you should do this before you launch the test client software on the computer.

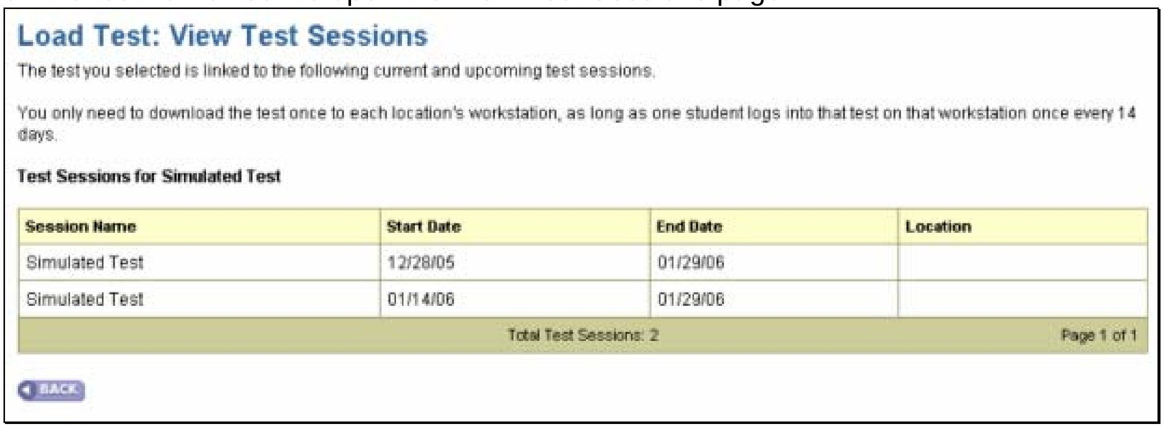
1. On the main menu, under Workstation Setup, click **Load Test**. The Load Test page opens.



2. Locate the test you want to load, and click its checkbox to select it. You can select more than one test at a time, if desired.

You can click **Select All Tests** to select the checkbox for every test displayed. If you change your mind and want to deselect your choices, click **Deselect All Tests**, and start over.

If you don't remember what test session uses a particular test, just click on the test name itself to open the View Test Sessions page.



Load Test: View Test Sessions

The test you selected is linked to the following current and upcoming test sessions.

You only need to download the test once to each location's workstation, as long as one student logs into that test on that workstation once every 14 days.

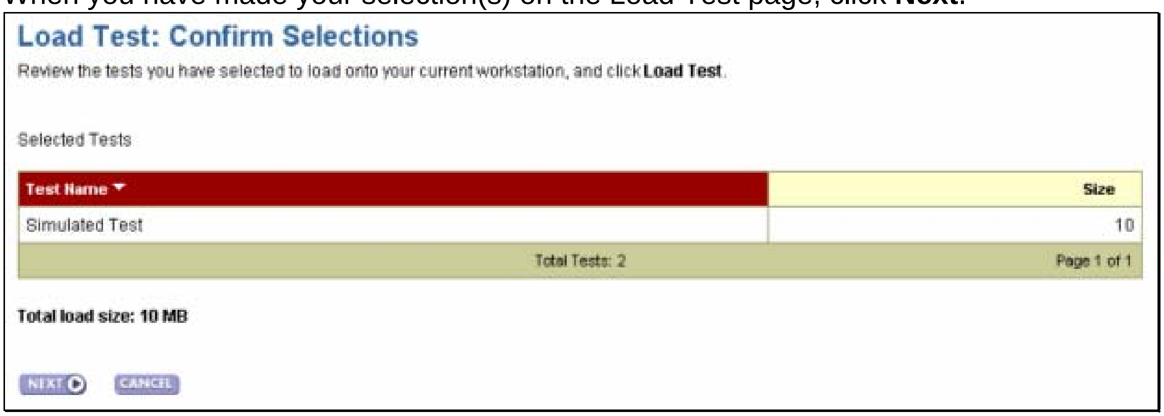
Test Sessions for Simulated Test

Session Name	Start Date	End Date	Location
Simulated Test	12/28/05	01/29/06	
Simulated Test	01/14/06	01/29/06	
	Total Test Sessions: 2		Page 1 of 1

BACK

After viewing the list of test sessions that use this test, click **Back** to return to the Load Test page.

3. When you have made your selection(s) on the Load Test page, click **Next**.



Load Test: Confirm Selections

Review the tests you have selected to load onto your current workstation, and click **Load Test**.

Selected Tests

Test Name	Size
Simulated Test	10
Total Tests: 2	Page 1 of 1

Total load size: 10 MB

NEXT CANCEL

4. You must confirm the selection you made before the load process can begin.
-Click **Next** if the test shown is the one you want to load.
-Click **Cancel** if you have selected the wrong test.

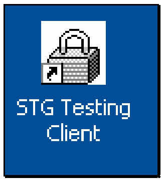
5. If you confirm the selection by clicking **Next**, a Load Progress page will display to let you know that the load is proceeding. (You'll have the option to stop the load process if you need to, by clicking the **Stop** button on that progress page).

6. When the load is complete, a message displays informing you that the test is loaded. Click **Finish** to complete the process and return to the home page.

Launching the test client

Before the session begins, you should prepare the testing center by getting each of the computers set to the login page of the test client.

1. Launch the test client on each computer to be used for the test session. Double-click the **STG Testing Client** icon (padlock) on each computer's desktop.

   This opens the student login page for i-know Online Assessment.

   It may take a moment to connect to CTB's server. During this time, you'll see an active display to let you know the program is working to establish a connection.

2. When the connection is established, the student login page displays.

3. Repeat these steps to set up every computer needed for testing. Leave each one connected with the student login page displaying.

Chapter 4: Managing User Profiles

Depending upon your user role, and where you are assigned in your organization, you will have different access to manage the profiles of other users.

Generally, as a coordinator or administrator, you will have permission to search for and view user profiles at and below your layer of the organization.

Managing users

Depending on your role and organization assignment, you may be permitted to search for existing user profiles, add new users, and edit or delete existing users. Your user management access depends on whether you are an administrator or coordinator. It is also limited by your organization assignment; you can only view the layers of your organization at and below your own assignment.

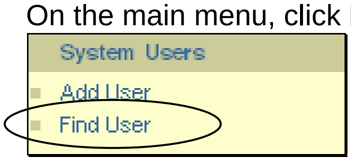
Coordinators can view user profiles below them, and edit their own personal information.

Administrators can also manage (add, delete, or edit) the profiles of coordinators and proctors at or below their organization assignment, and manage other administrators below their organization assignment.

Finding a user profile

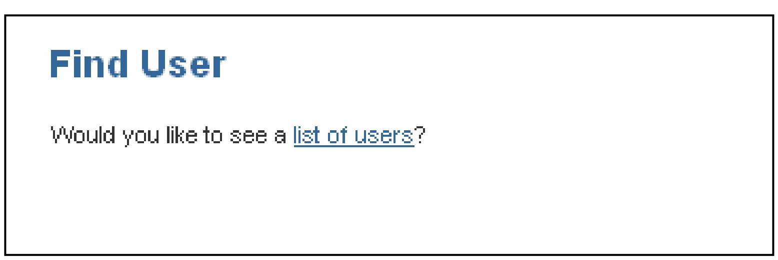
You can look for a user's profile (according to the limitations of your organization assignment described above) using the Find User page.

1. On the main menu, click **Find User**.

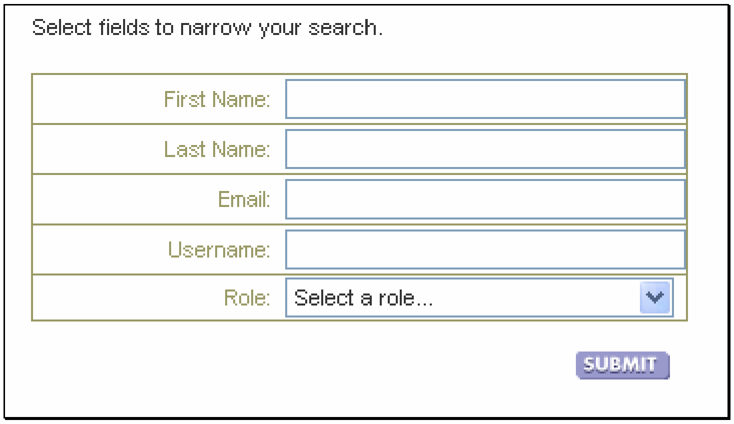


2. The Find User page displays, offering three ways to find a user profile.

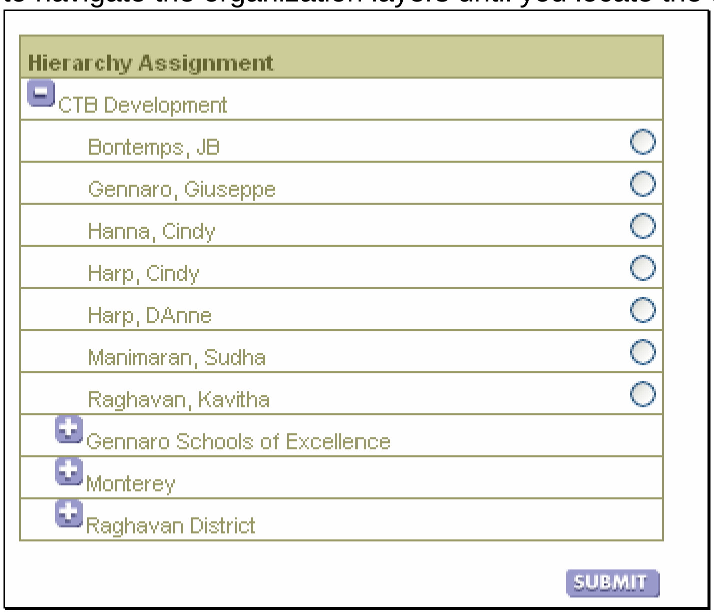
   First, at the top of the page, there is a link to view a list of users.



   Second, below the list of users link, there is a search feature that allows you to enter information about the user profile.

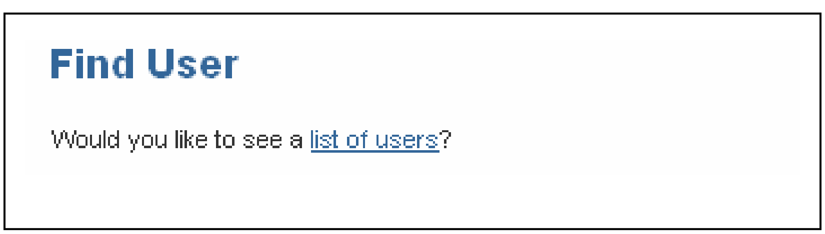


Third, at the bottom of the page is a table of your organization, which allows you to navigate the organization layers until you locate the user profile.



To search through the list of users:

1. Click the **list of users** link.



2. A list of all users associated with your login displays.

List of Users

The following are all users under your hierarchy assignment.

Hierarchy Assignment: **CTB Development**

Last Name, First Name	Email	Role	Hierarchy Assignment
Bontemps, JB	jb_bontemps@ctb.com	ADMINISTRATOR	CTB Development
Bullock, Sandra	kavitha_raghavan@ctb.com	PROCTOR	Grade 4
Coordinator, Accommodations		ACCOMMODATIONS COORDINATOR	Freshman
Gennaro, Giuseppe	giuseppe_gennaro@ctb.com	ADMINISTRATOR	CTB Development
Harp, Cindy	cindy_harp@ctb.com	ADMINISTRATOR	CTB Development
Harp, DAnne		ADMINISTRATOR	CTB Development
Jacobs, John		ADMINISTRATOR	Gennaro High School
Manimaran, Sudha	sudha_manimaran@ctb.com	ADMINISTRATOR	Gennaro Schools of Excellence
Manimaran, Sudha		ADMINISTRATOR	CTB Development
Raghavan, Kavitha	kavitha_raghavan@ctb.com	ADMINISTRATOR	CTB Development
Roberts, Julia	kavitha_raghavan@ctb.com	PROCTOR	Raghavan School

11 total 1-11

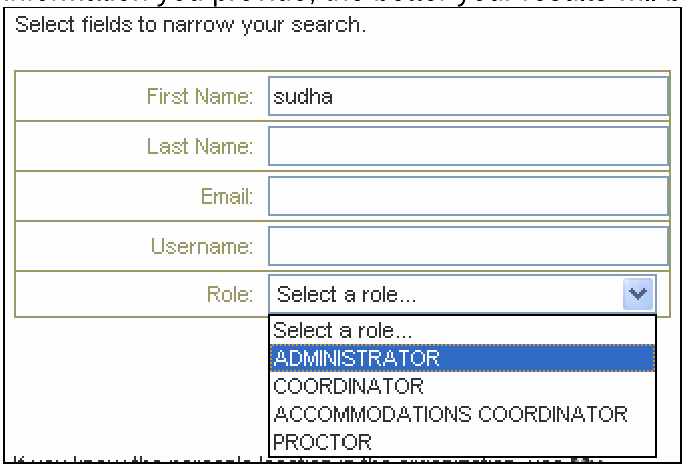
3. On the List of Users page, click a name to view the User Profile page.

Manimaran, Sudha	
Prefix:	
First Name:	Sudha
Middle Name:	
Last Name:	Manimaran
Suffix:	
Preferred Name:	
Username:	sudha_manimaran_01
Hint Question:	The name of your favorite pet
Email:	
Org Code:	
Time Zone:	PACIFIC
Role:	ADMINISTRATOR
Hierarchy Assignment:	CTB Development

Contact Information			
Address Line 1:			
Address Line 2:			
Address Line 3:			
City:			
State:		Zip:	
Primary Phone:			
Secondary Phone:			
Fax Number:			

To search using the search table:

1. Enter some information about the user to use as search criteria. The more information you provide, the better your results will be.

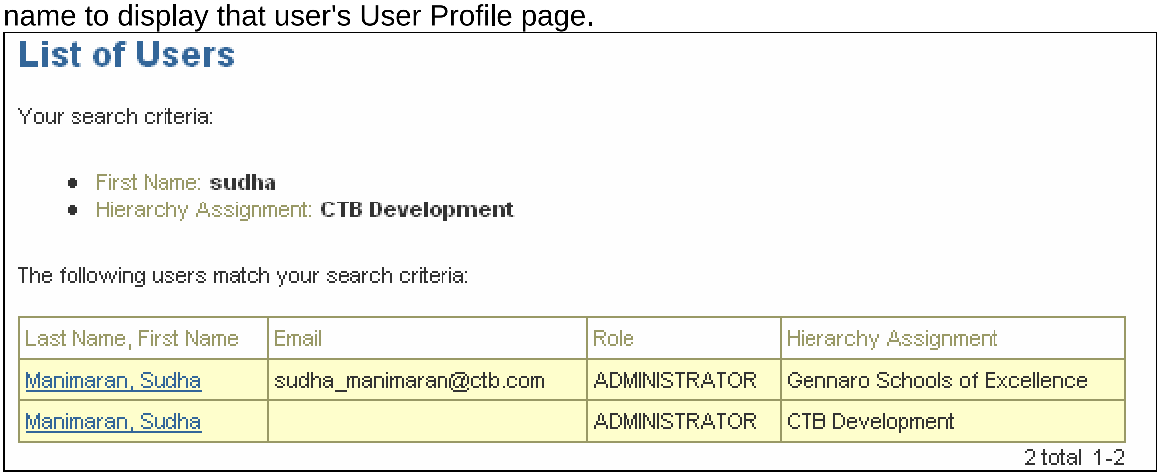

Select fields to narrow your search.

First Name:	sudha
Last Name:	
Email:	
Username:	
Role:	Select a role...

Select a role...
ADMINISTRATOR
COORDINATOR
ACCOMMODATIONS COORDINATOR
PROCTOR

2. When you have entered your search criteria, click **Submit**.

   If the search produces a list of users, the search criteria used to obtain this result displays for your reference, and the matching results display in a table. Click a name to display that user's User Profile page.


List of Users

Your search criteria:

- First Name: **sudha**
- Hierarchy Assignment: **CTB Development**

The following users match your search criteria:

Last Name, First Name	Email	Role	Hierarchy Assignment
Manimaran, Sudha	sudha_manimaran@ctb.com	ADMINISTRATOR	Gennaro Schools of Excellence
Manimaran, Sudha		ADMINISTRATOR	CTB Development

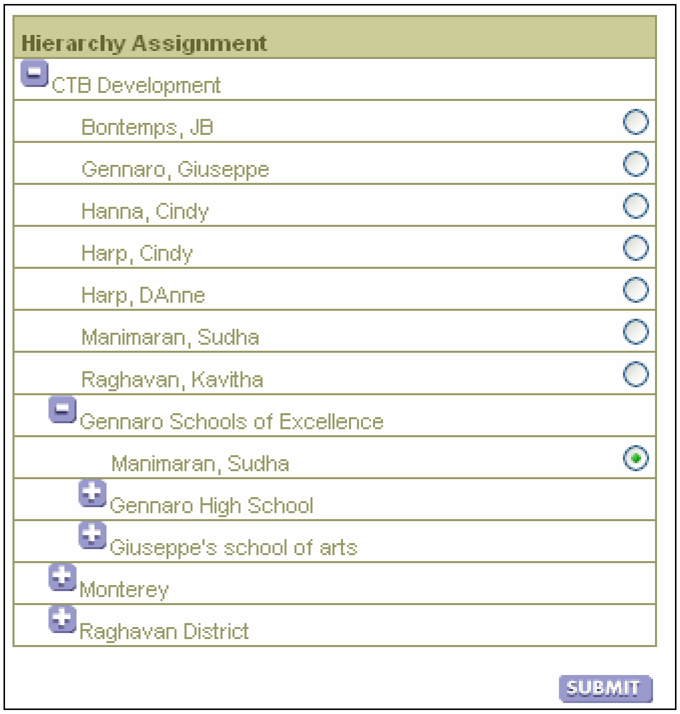
2 total 1-2

   If only one user profile matches your search criteria, that one profile displays automatically.

To search using the organization table:

1. If you know where in the organization the user belongs, you can navigate through the layers of your organization until you locate the organization member where the user is assigned.

2. Click the radio button to the right of the user's name whose profile you want to find.



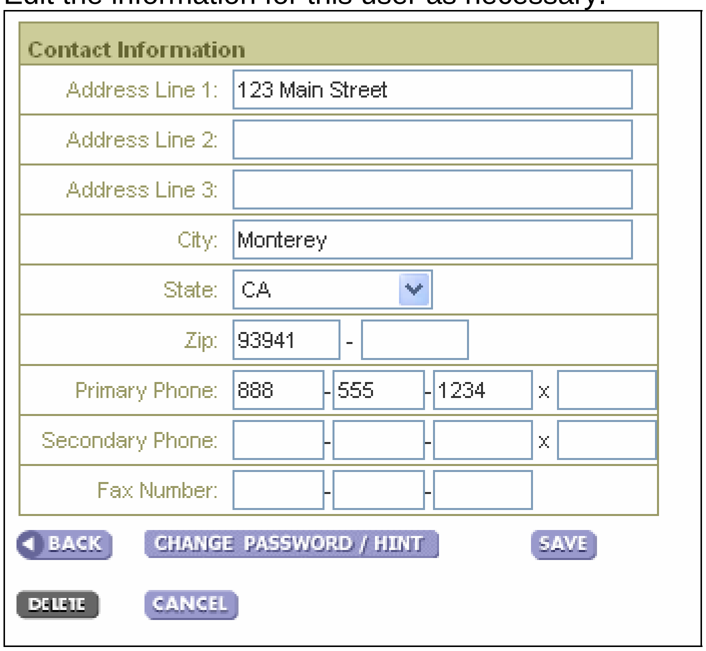
Click **Submit**. The selected user's User Profile page displays.

Editing a user profile

If you have permission to edit a user profile, the **Edit** button will display below the user's profile on the User Profile page.

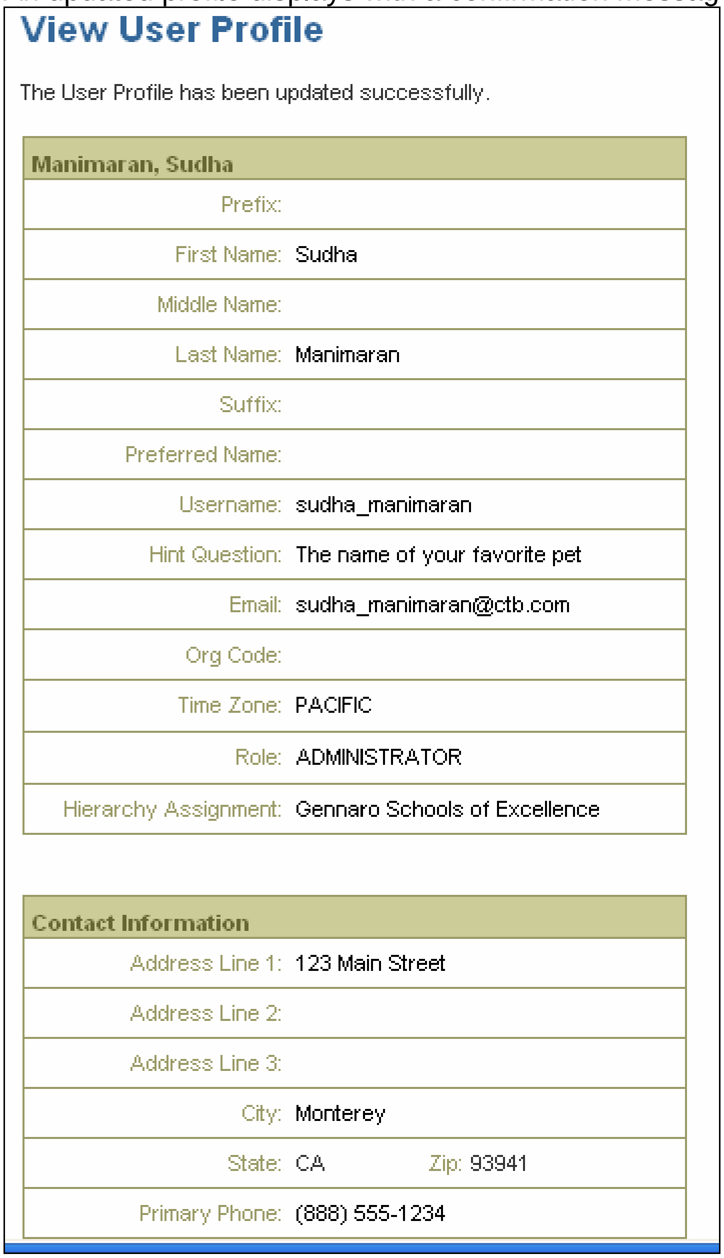
1. On the User Profile page, click **Edit**. The Edit User Profile page displays all of the information associated with this user profile.

2. Edit the information for this user as necessary.



3. When you have made the appropriate changes, click **Save**.

4. An updated profile displays with a confirmation message.



View User Profile

The User Profile has been updated successfully.

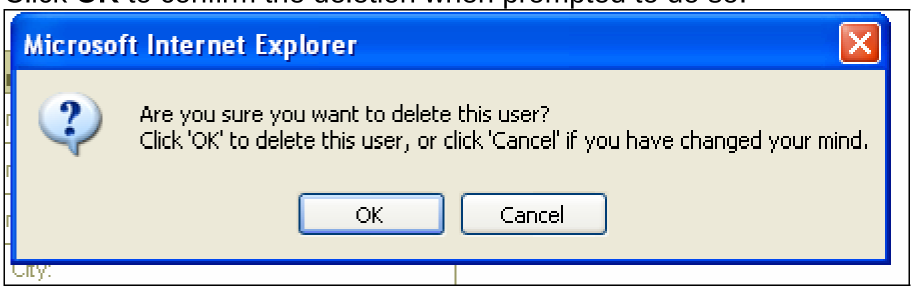
Manimaran, Sudha	
Prefix:	
First Name:	Sudha
Middle Name:	
Last Name:	Manimaran
Suffix:	
Preferred Name:	
Username:	sudha_manimaran
Hint Question:	The name of your favorite pet
Email:	sudha_manimaran@ctb.com
Org Code:	
Time Zone:	PACIFIC
Role:	ADMINISTRATOR
Hierarchy Assignment:	Gennaro Schools of Excellence

Contact Information			
Address Line 1:	123 Main Street		
Address Line 2:			
Address Line 3:			
City:	Monterey		
State:	CA	Zip:	93941
Primary Phone:	(888) 555-1234		

Deleting a user profile

If you have permission to delete a user profile, the Delete button will display below the user's profile on the User Profile page.

1. Click **Delete**.
2. Click **OK** to confirm the deletion when prompted to do so.

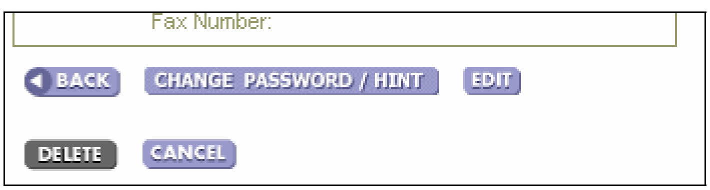


3. A confirmation message displays, informing you that the user profile has been deleted. Click **OK** to exit the message page.

Resetting a password through the user profile

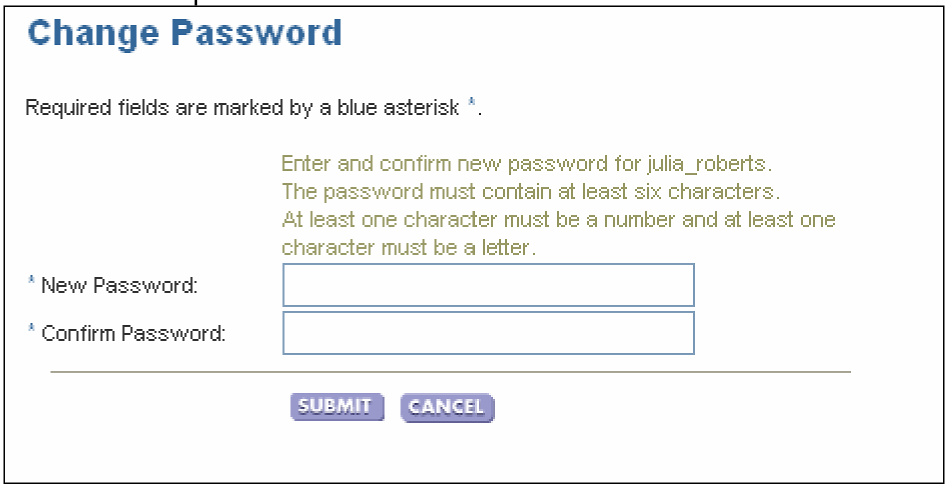
This feature would be used, for example, if you were the administrator for a user below you who had forgotten his password and the answer to his challenge question. You could change the password to something new and provide that information to the user. When the user next logged in, he would be required to pick a new password and user question, as described in Logging into i-know.

If you have permission to reset a user's password, the **Change Password/Hint** button will display below the user's profile on the User Profile page.



1. Click **Change Password/Hint**.

2. Enter the new password.

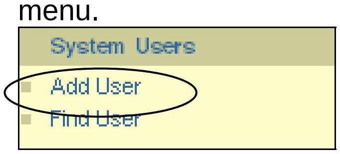


3. Click **Submit** to submit the change of password.

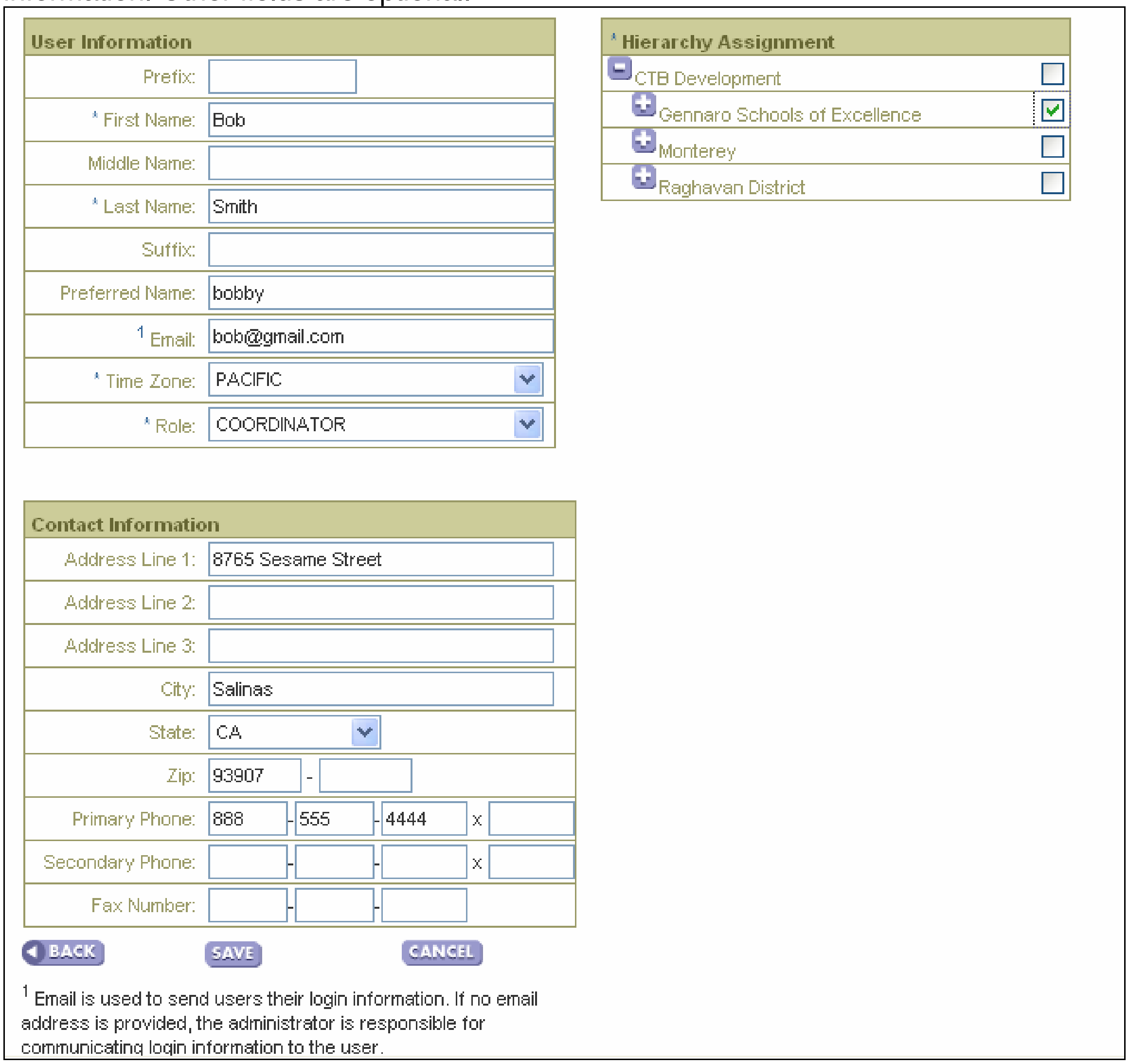
Adding a new user

If you are an administrator, you can add user profiles at or below your layer of the organization.

1. If you have permission to add users, the **Add User** link displays on your main menu.

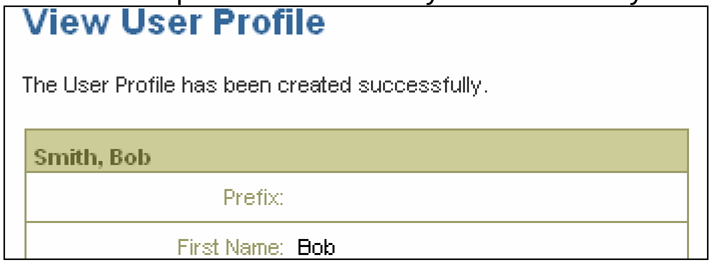


2. Click **Add User** to open the Add User page. Move through the user profile, adding or selecting the necessary information. An asterisk (*) indicates required information. Other fields are optional.

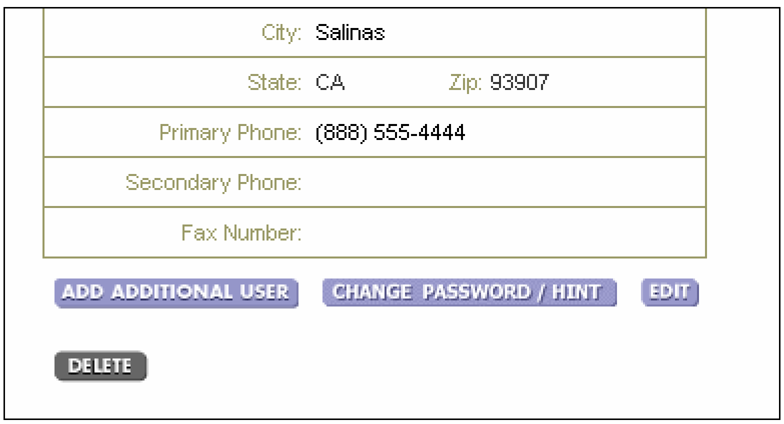


3. Click **Save** to add the new user to the system.

4. The View User Profile page opens, confirming that the profile was successfully created. The profile is shown so you can review your entries.



5. At the bottom of the page, you have the option of adding more users, setting up an initial password for the new user (use if the user has no email address supplied*), editing the information you've input, or deleting the new entry altogether.



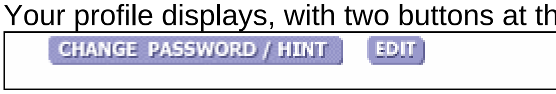
*When you create a new user, two separate emails go to the email address provided. The first email gives the username and login information. The second email contains the user's password.

Editing your own profile or password

All users can view and edit their own profiles, and reset their login information (password, challenge question and answer). Only their administrators can delete their profiles, however.

1. On the navigation bar, click **my profile**.

2. Your profile displays, with two buttons at the bottom of the profile:



3. To edit your profile, click **Edit**. You can change any of the data in your profile except Username, Hint Question, Role, and Hierarchy Assignment. When finished, click **Save**.

4. To reset your login information, click **Change Password/Hint.** Enter your current password for verification, and then you can set a new password and change your challenge question and answer. When finished, click **Submit**.

Chapter 5: Managing Student Profiles

As with managing users, depending upon your user role, and where you are assigned in your organization, you will have different access to manage student profiles.

Generally, as a coordinator or administrator, you will have permission to search for and view student profiles at and below your layer of the organization.

Managing students

Depending on your role and organization assignment, you may be permitted to search for existing student profiles, add new students, and edit or delete existing student profiles. All students in your district with either an IEP, 504 plan, or PSP (LEP) have been entered into the i-know system. Their profile will include demographic information from STI, but will not include acco9mmodation information. That information will need to be completed before students take the Practice Test. (For editing a student profile see p. *) It may be efficient for you to delete the user profiles for those students that will not be testing in the online system. (See p.* for Deleting student profiles.)

Your student management access depends on whether you are an administrator or coordinator. It is also limited by your organization assignment; you can only view the layers of your organization at and below your own assignment.

Coordinators can search for and view student profiles at or below their organization assignment.

Accommodations Coordinators can also add and edit student profiles at or below their organization assignment.

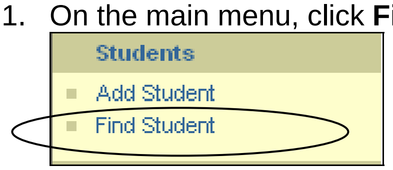
Administrators can also manage (add, delete, or edit) student profiles at or below their organization assignment.

Be aware that unlike users, students do not have a fixed login/user ID and password associated with their profiles. For greater test security, students receive a different login ID and password for every test session to which they are assigned,.

Finding a student profile

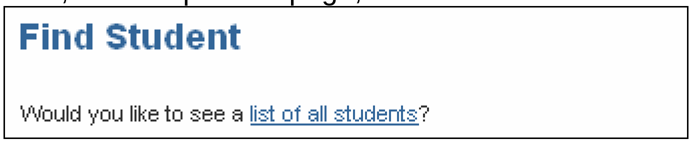
Just as with finding user profiles, the i-know system makes it easy to find student profiles.

1. On the main menu, click **Find Student**.

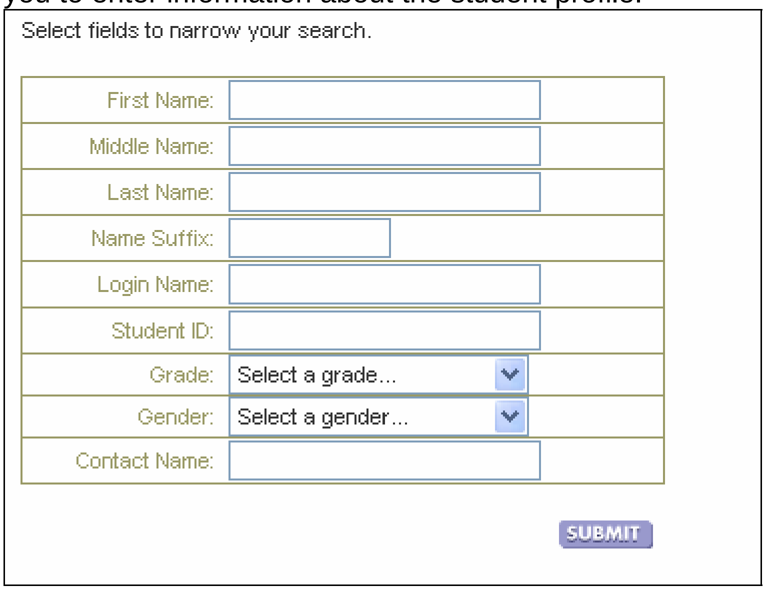


2. The Find Student page displays, offering three ways to find a student profile.

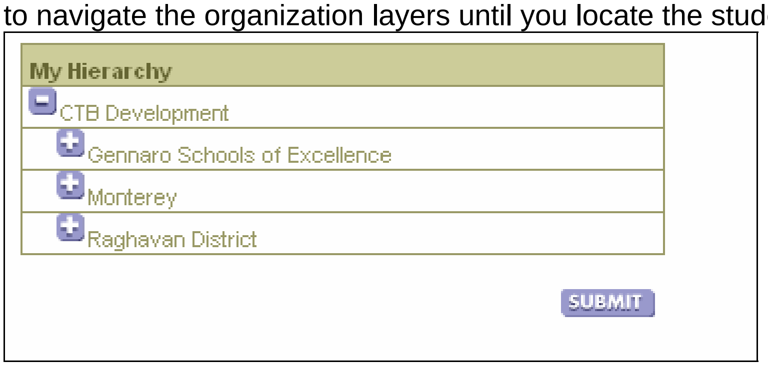
First, at the top of the page, there is a link to view a list of students.



Second, below the list of all students link, there is a search feature that allows you to enter information about the student profile.

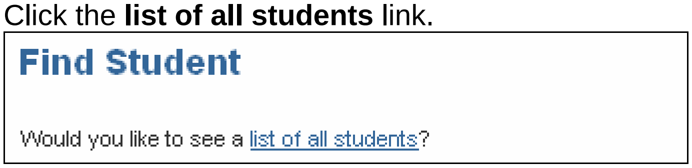


Third, at the bottom of the page is a table of your organization, which allows you to navigate the organization layers until you locate the student profile.



To search through the list of students:

1. Click the **list of all students** link.



2. A list of all users associated with your login displays.

List of Students

The following are all students under your node:

Students				
Last Name, First Name	**Hierarchy Assignment**	**Login Name**	**Grade**	**Student ID**
Adams, Helen	Freshman	helen_adams_0101	9	
Aniston, Jenifer	Grade 4	jenifer_aniston_0102	4	
Bond, James	grade 10	james_bond_0101	10	
Cox, Courtney	Friends	courtney_cox_0305	10	
Dickens, Charles	grade 11	charles_dickens_0101	11	
Doe, John	Freshman	john_doe_0101	K	
Gere, Richard	Grade 6	richard_gere_0101	6	
Gibson, Bobby	Freshman	bobby_gibson_0202	9	
Hayek, Salma	Grade 5	salma_hayek_0214	5	
James, Kevin	kings of queens	kevin_james_0831	9	
Jones, Skippy	Grade 6	skippy_jones_0424	7	
Keller, Helen	grade 10	helen_keller_0101	10	
King, Larry	grade 11	larry_king_0101	11	
Kudrow, Lisa	Friends	lisa_kudrow_1011	8	
Kutcher, Ashton	70's show	ashton_kutcher_0824	12	

32 total 1-15 | 16-30 | 31-32

3. On the List of Students page, click a name to view that student's profile.

View Student Profile

Review the student information listed below. Click **Edit** button to change information in this student's profile.

Student Name: James Bond

BACK EDIT DELETE

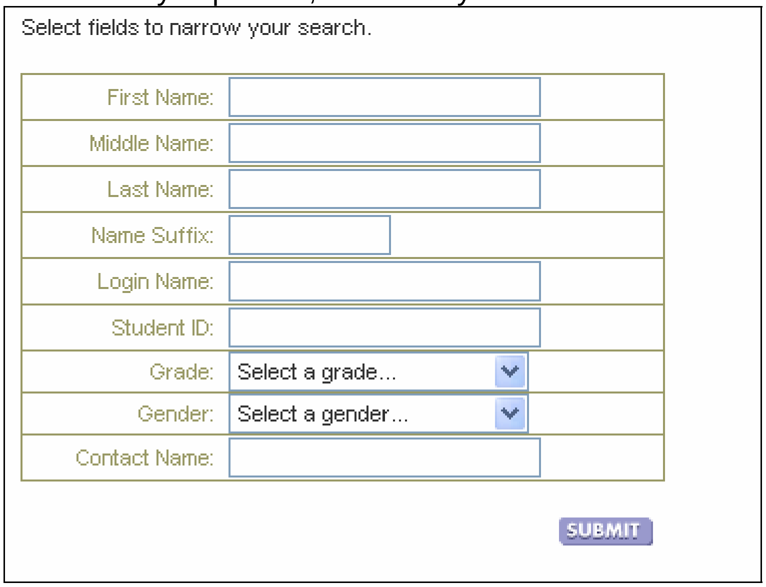
Student Information	
First Name:	James
Middle Name:	
Last Name:	Bond
Name Suffix:	
Login Name:	james_bond_0101
Date of Birth:	01/01/1990
Grade:	10
Gender:	MALE
Student ID:	

Student Affiliations
Organization Name
grade 10
Total Affiliations: 1

Note: This screen image is abbreviated, as the student profile contains a great deal of information. We cover each of the sections on the student profile in detail in Adding a new student to the system.

To search using the search table:

3. Enter some information about the student to use as search criteria. The more information you provide, the better your results will be.

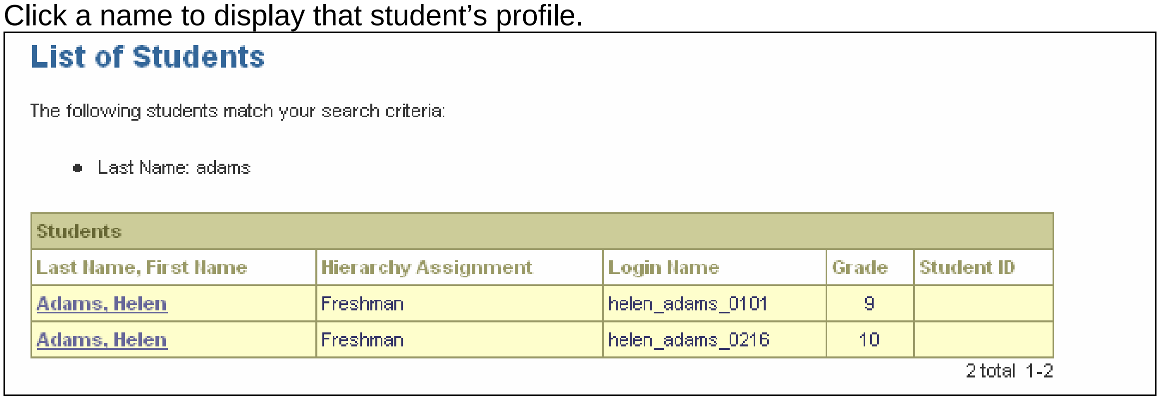

Select fields to narrow your search.

First Name:	
Middle Name:	
Last Name:	
Name Suffix:	
Login Name:	
Student ID:	
Grade:	Select a grade...
Gender:	Select a gender...
Contact Name:	

SUBMIT

4. When you have entered your search criteria, click **Submit**.

If the search produces a list of students, the search criteria used to obtain this result displays for your reference, and the matching results display in a table. Click a name to display that student's profile.


List of Students

The following students match your search criteria:

- Last Name: adams

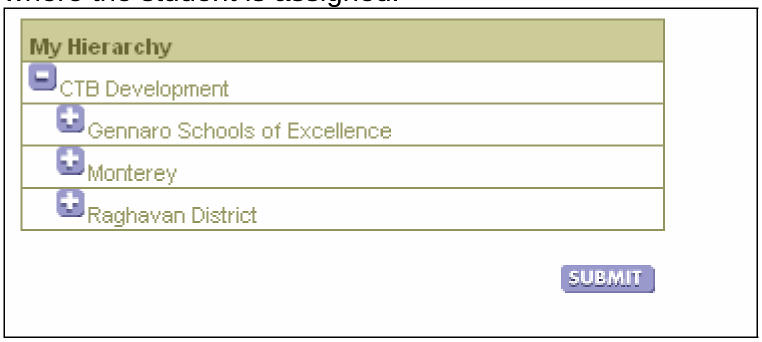
Students				
Last Name, First Name	Hierarchy Assignment	Login Name	Grade	Student ID
Adams, Helen	Freshman	helen_adams_0101	9	
Adams, Helen	Freshman	helen_adams_0216	10	

2 total 1-2

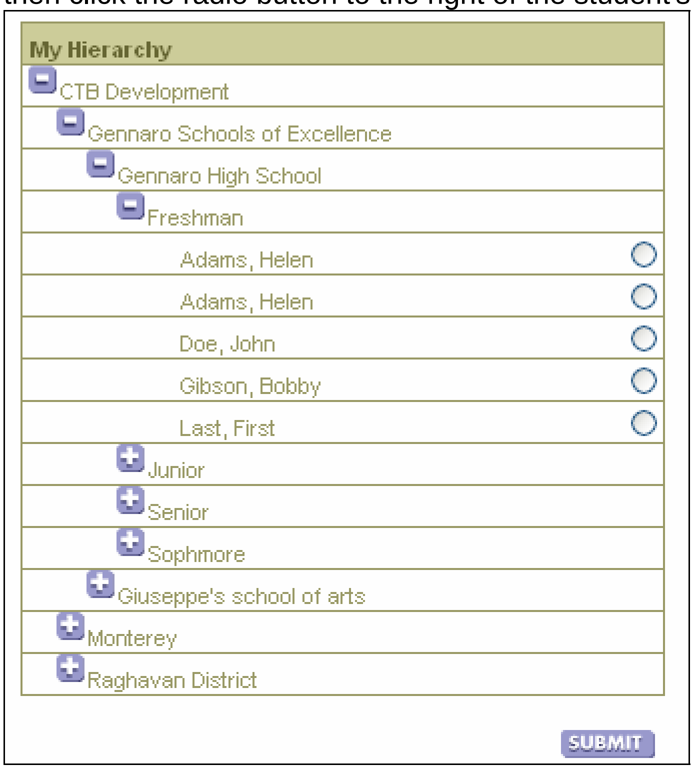
If only one student profile matches your search criteria, that one profile displays automatically.

To search using the organization table:

1. If you know where in your organization the student belongs, you can navigate through the layers of your organization until you locate the organization member where the student is assigned.



2. Click the icon next to a layer of the organization to expand the table if necessary, then click the radio button to the right of the student's name.



3. Click **Submit**. The selected student's profile displays.

Editing an existing student profile

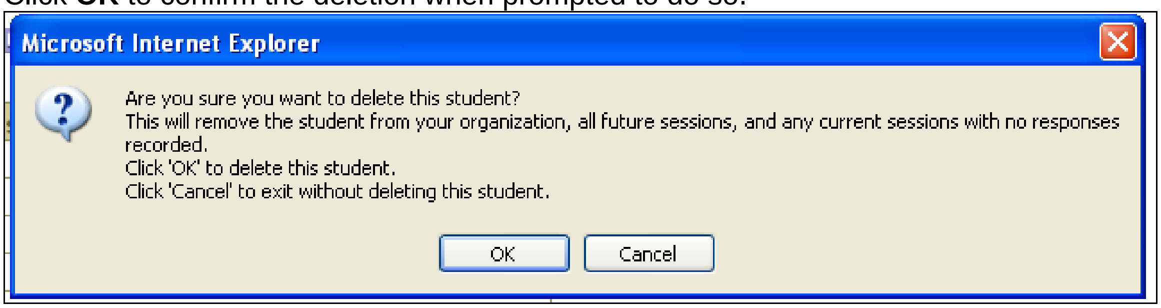
If you have permission to edit an existing student profile, the **Edit** button will display above the student's profile on the View Student Profile page.

1. On the View Student Profile page, click **Edit**. The Edit Student Profile page displays all of the information associated with this student.
2. Edit the information for this student as necessary. (See "the next section for details on all of the information included in a student's profile).
3. When you have made the appropriate changes, click **Save**.
4. The updated profile displays for your review.

Deleting an existing student profile

If you have permission to delete an existing student's profile, the **Delete** button will display above the student's profile on the View Student Profile page.

1. Click **Delete**.
2. Click **OK** to confirm the deletion when prompted to do so.



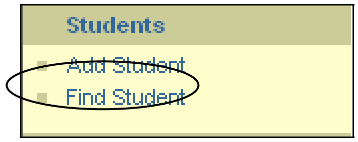
3. A confirmation message displays, informing you that the student has been deleted and removed from all sessions to which s/he was assigned. Click **OK** to exit the message page.

Note: A student profile cannot be deleted once the student has been assigned to a test session and has responded to at least one item on the test.

Adding a new student to the system

If you are an administrator, you can add student profiles at or below your layer of the organization.

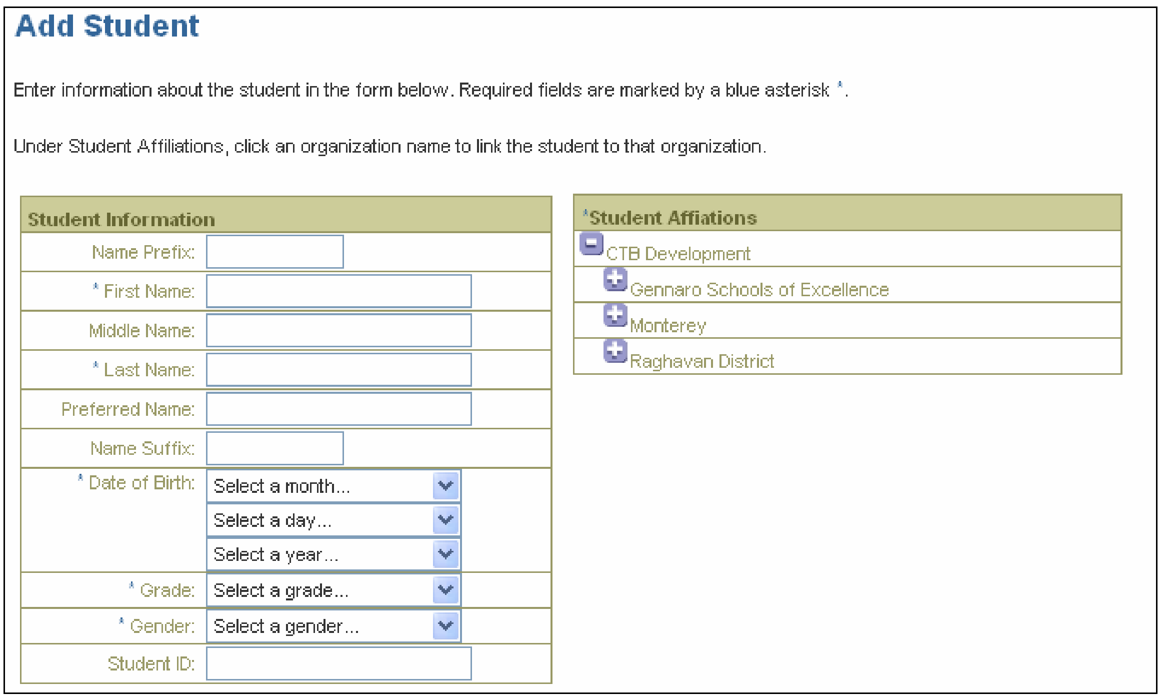
1. If you have permission to add students, the **Add Student** link displays on your main menu.



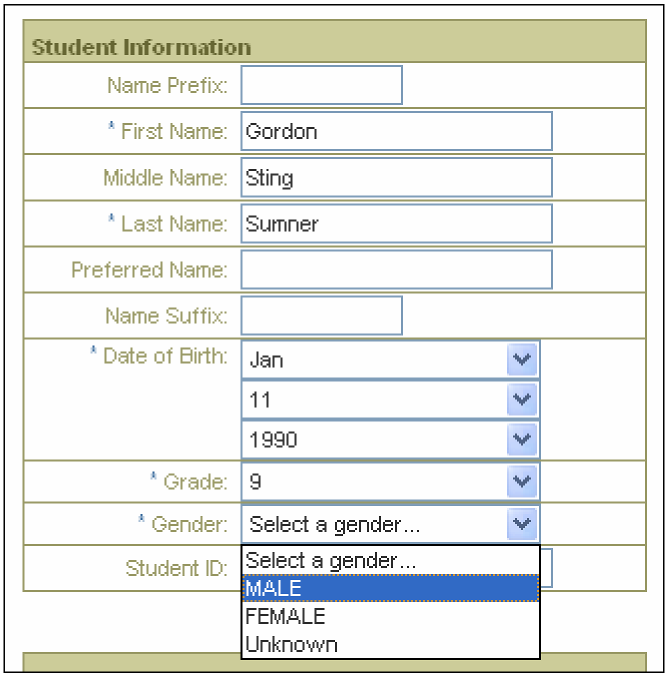
2. Click **Add Student** to open the Add Student page. Move through the user profile, adding or selecting the necessary information. An asterisk (*) indicates required information. Other fields are optional.

   (We’ll cover each of the areas on the page separately.)

Student Information and Student Affiliations

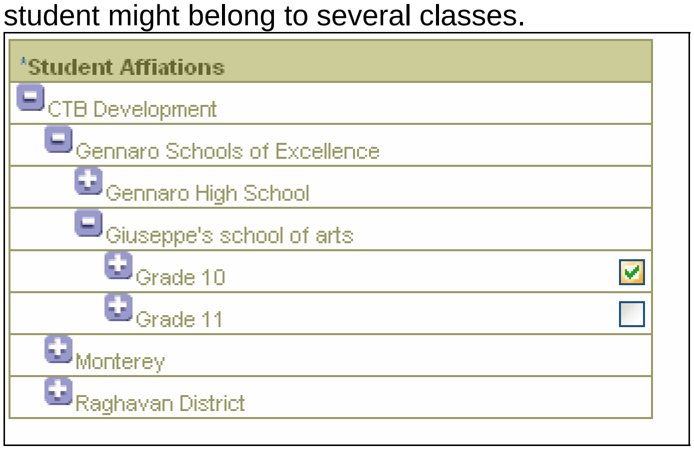


At the top of the page, the Student Information section requires some basic identifying information for this student. Enter or select the required information from the drop downs, and optionally enter data in the fields not marked by an asterisk.



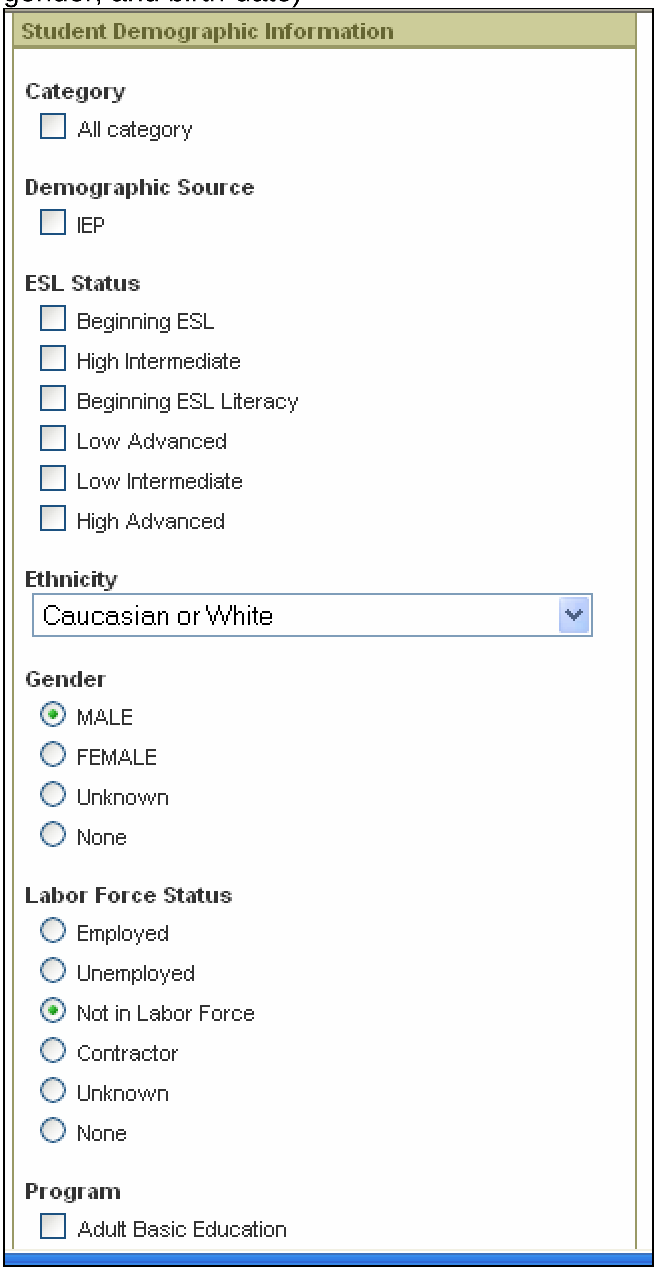
Next to the Student Information section is the Student Affiliations section. Here you assign the student to a particular member of the organization. (In most organizations, this means assigning the student to a grade.)

Click to expand the table if necessary, and check the checkboxes that apply. A student may be assigned to more than one member; for example, a high school student might belong to several classes.



Student Demographic Information

The contents of this section will vary, depending upon the demographic information your organization has requested for its use in the i-know system. Complete any required fields, and optionally enter any additional data in the fields not marked by an asterisk. The data below is a representative set of data that a CTB customer may use within the application. CTB allows 55 different fields to be customized by the customer for inclusion in an online or paper test. In the KY Augmented NRT program please select only the (grade, ethnicity, gender, and birth-date)



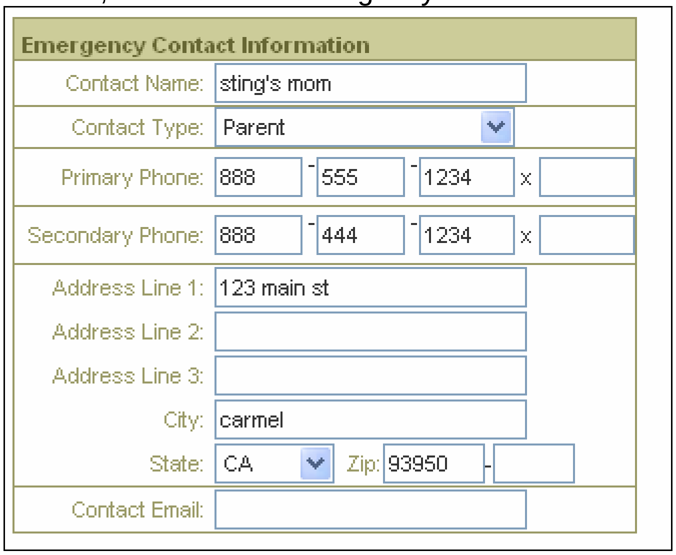
ⓘ Kentucky Teachers

NOTE: Kentucky teachers should only fill out the following fields for Demographic Information

- Grade
- Ethnicity
- Gender
- Birthdate

Emergency Contact Information

This section is optional, and allows you to enter contact information for the student, in case of an emergency.


Emergency Contact Information

Contact Name: sting's mom

Contact Type: Parent

Primary Phone: 888 - 555 - 1234 x

Secondary Phone: 888 - 444 - 1234 x

Address Line 1: 123 main st

Address Line 2:

Address Line 3:

City: carmel

State: CA Zip: 93950 -

Contact Email:

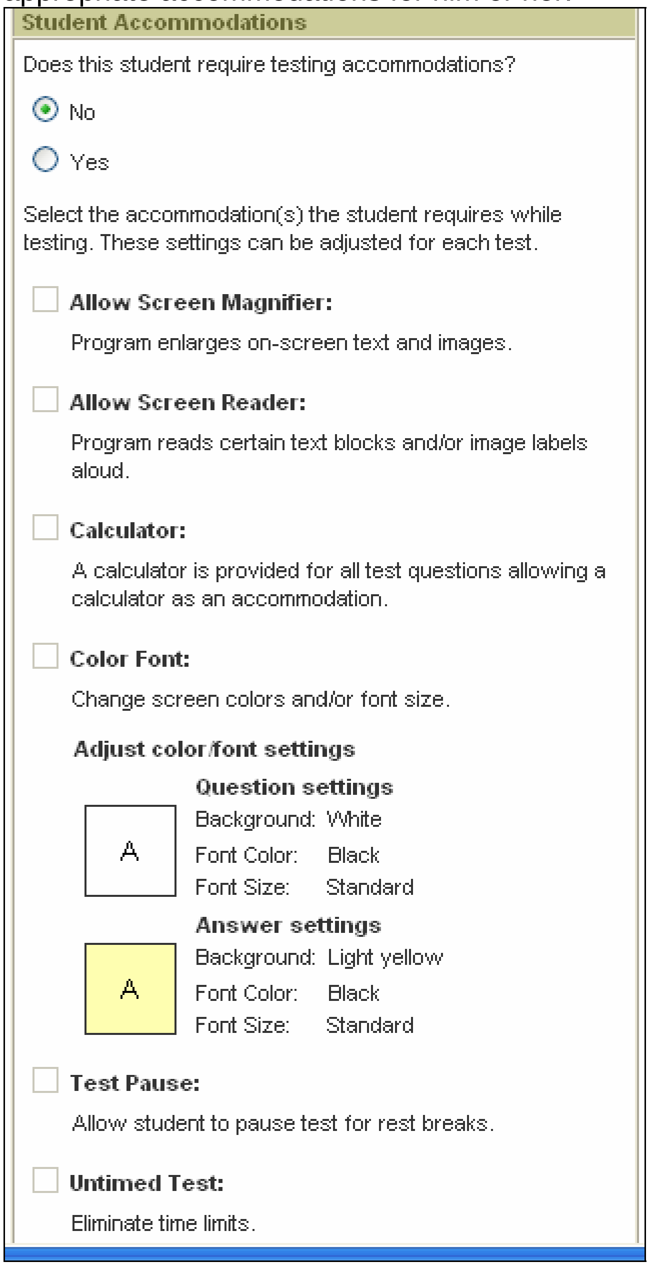
Student Accommodations

Most students testing in the I-know system in Kentucky require accommodations in their testing. This information is documented for a student in an Individual Educational Profile (IEP), 504 Plan, or Program Services Plan for limited English proficient students.

Only Accommodations Coordinators and Administrators are responsible for maintaining this information in the i-know student profile.

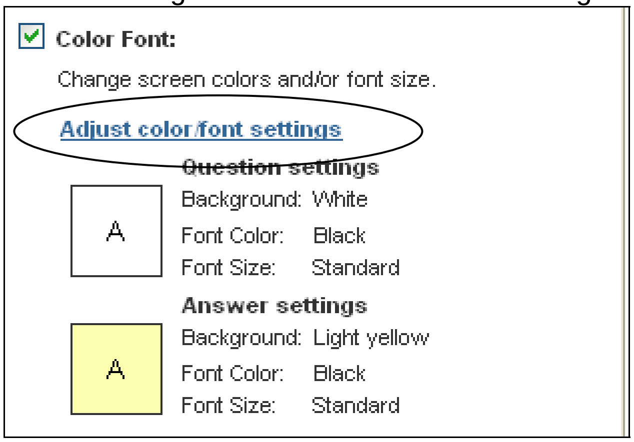
When assigning students to a test session, any accommodations noted in the student profile are displayed for the student. This allows the session scheduler to make any arrangements necessary to facilitate the student’s testing experience.

If this student requires accommodations, click **Yes**, and then select the appropriate accommodations for him or her.

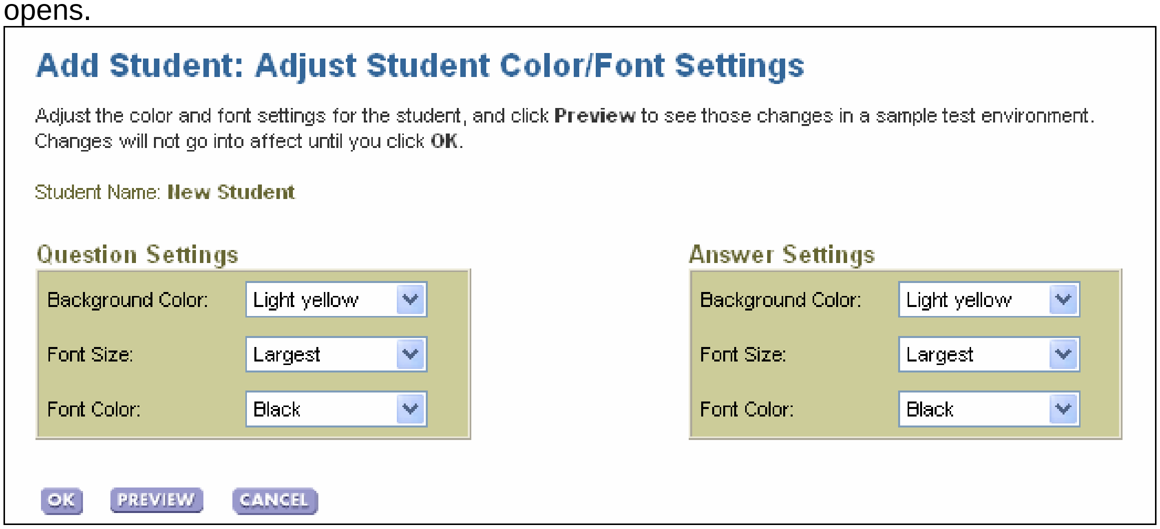


Currently the i-know system supports screen magnifiers, screen readers, calculators, changes to the test client's font size or colors, the ability to pause a test to take rest breaks, and exception from the application of a time limit on a timed test. (For the Augmented NRT in Kentucky, the first two parts are timed and the third is un-timed for each content area. For Grade 9 NRT, all sections are timed.)

If this student requires adjustment of the test client’s font size or color settings, when you click that checkbox, a link is activated. The link allows you to change the default settings to something more appropriate for the student’s needs. The default settings are shown in the screen image below.



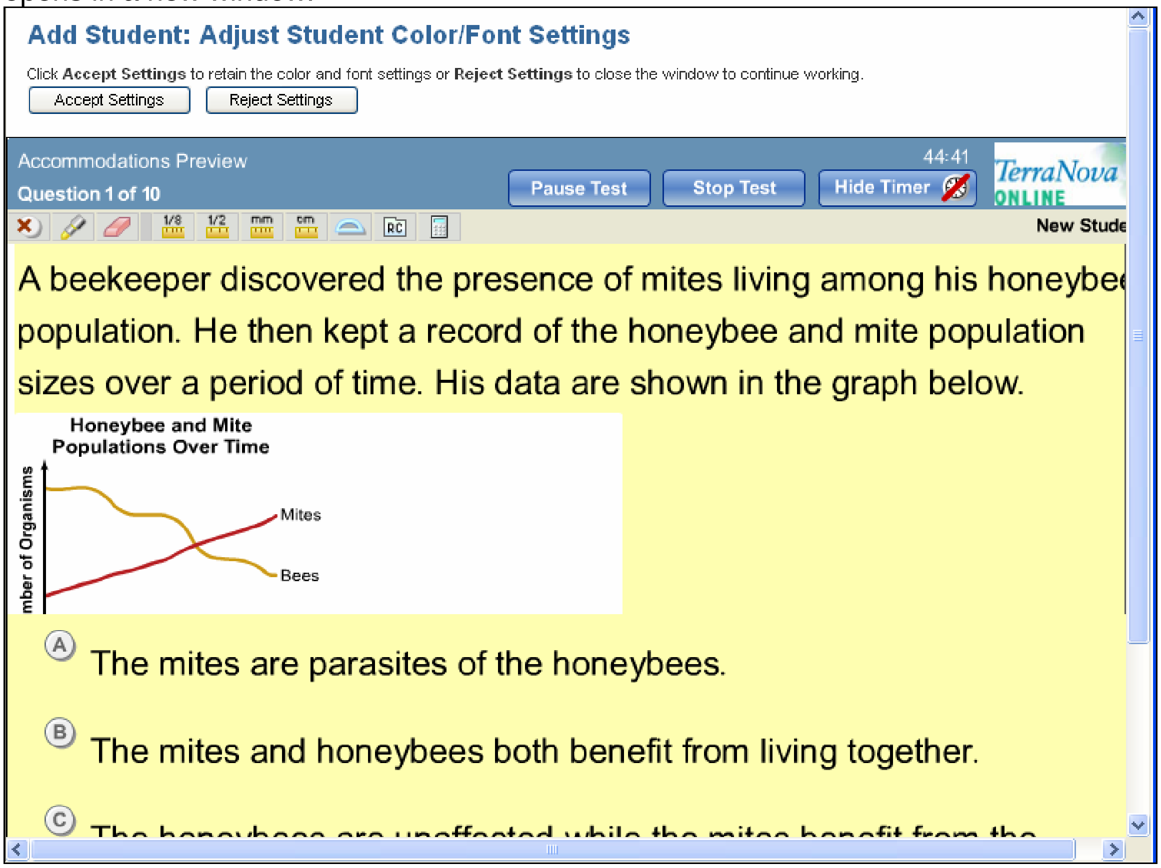
If you click the link to make changes to the color and font settings, a new page opens.



When you have made the selections for font size and or color settings, you can preview how that will affect the test client by clicking **Preview**.

(If you don’t want to preview the font settings, you can just click **OK** to accept the changes.)

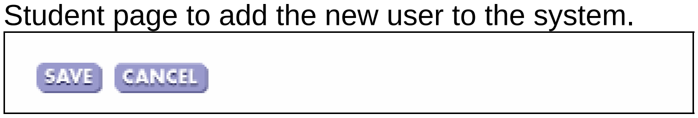
When you click **Preview**, a sample of the test client with your changes applied opens in a new window.



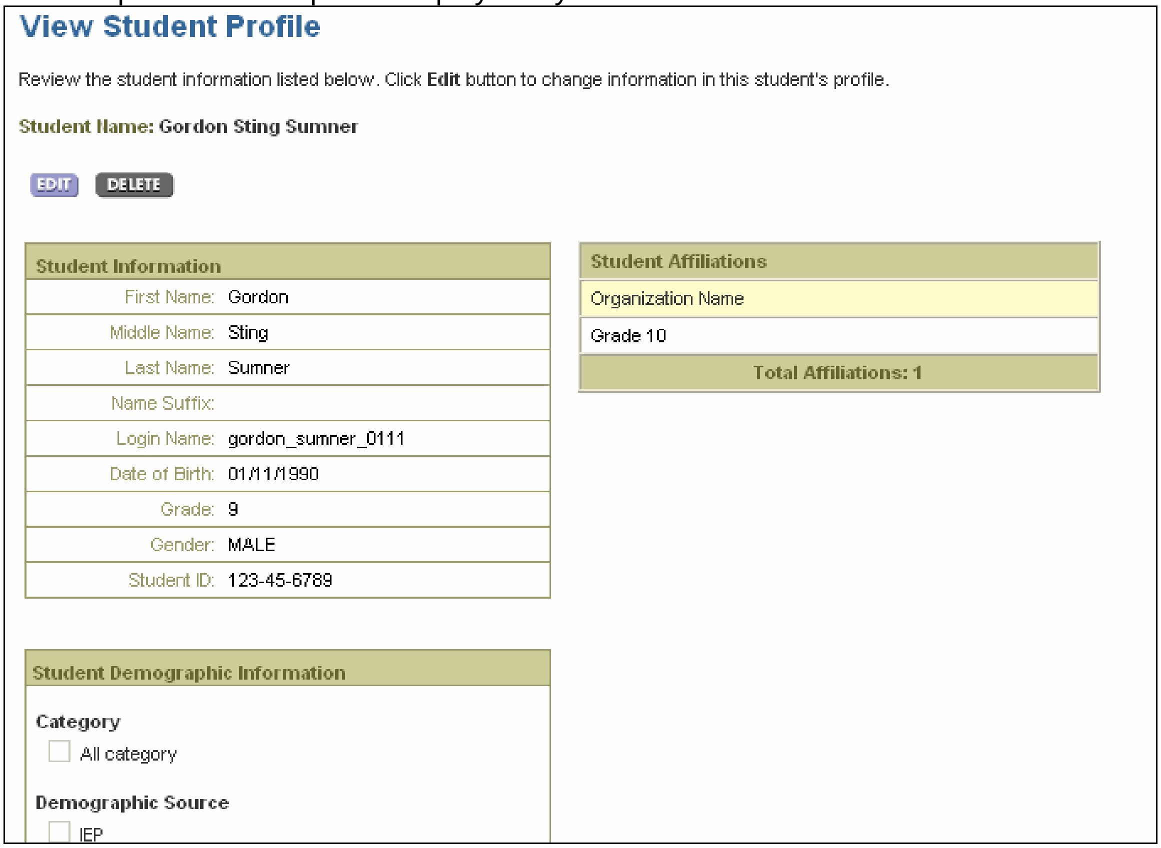
Click **Accept Settings** if these settings work for your student. (This sets the changes for you, so you don't have to go back to the Adjust Student Color/Font Settings page and click **OK**.)

To make different changes, click **Reject Settings** to return to the Adjust Student Color/Font Settings page and pick different settings. You can preview the changes you have made, or accept the changes without previewing.

3. When the student profile is completed to your satisfaction, click **Save** on the Add Student page to add the new user to the system.



4. The completed student profile displays for your review.



5. If you need to make changes, you have the opportunity to click **Edit** or **Delete** at the top and bottom of the View Student Profile page. Edit will open the student profile for editing and saving. Delete will remove the profile from the system entirely so you can start over.